SiteManager Training Manual

Module D
Chapter 1

Generating the Contract Pay Estimate

Student's Version
Indiana Department of Transportation
December 2007, Version 3.7b

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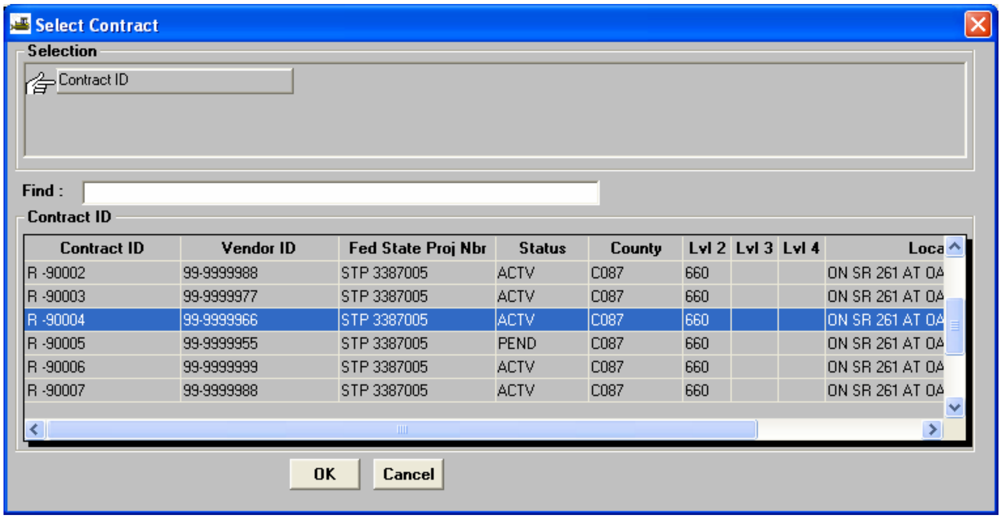
Determining Estimate Dates

This section will explain how to determine the dates to generate estimates for an individual contract.

To determine when you are to pay the estimate, “double-click” on **Contract Administration** located on the **Main Panel**.

“Double-click” on **Contract Records (+)**.

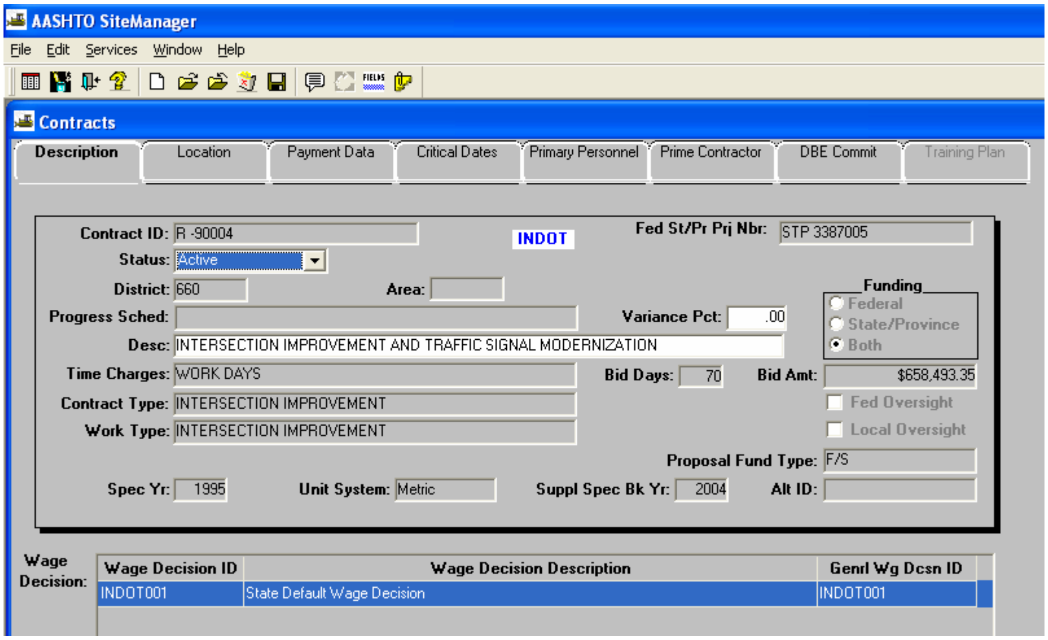
“Double-click” on **Contracts**.



The Select Contract and Estimate window appears.
The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County**: the **County** column shows the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

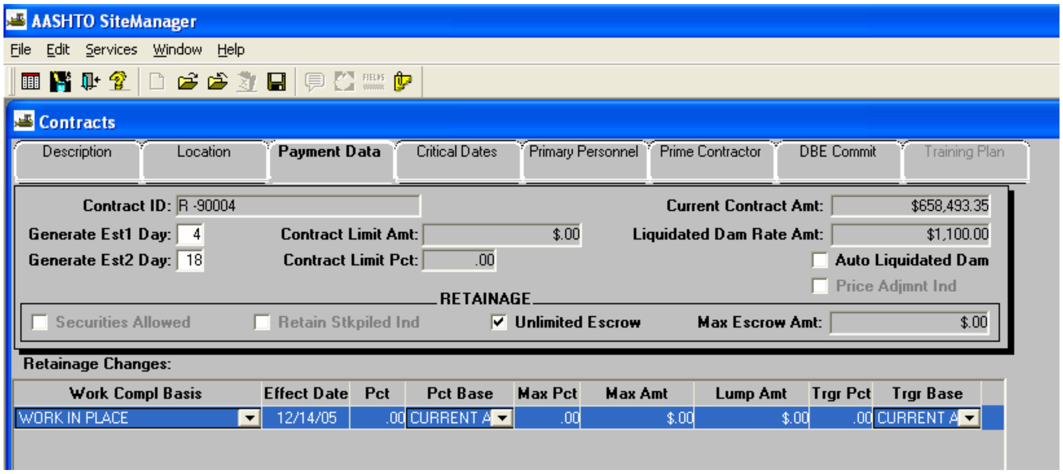
"Double-click" on the appropriate **Contract ID**.



A Window will appear with eight tabs.

- **Description:** The **Description** tab contains basic data regarding the contract
- **Location:** the **Location** tab contains information pertaining to the project site location.
- **Payment Data:** the **Payment Data** tab presents a summary of payments made to date.
- **Critical Dates:** the **Critical Dates** tab presents the projected or actual dates of selected contract events.
- **Primary Personnel:** the **Primary Personnel** tab lists principal INDOT assigned to the contract.
- **Prime Contractor:** the **Prime Contractor** tab lists basic information for the **Prime Contractor**.
- **DBE Commit:** the **DBE Commit** tab list basic information regarding the contractor's **DBE** Commitments.
- **Training Plan:** the **Training Plan** tab is not utilized by INDOT.

For this exercise we are interested in the dates of Progress Estimates.
"Click" on the **Payment Data** tab.



The **Payment Data Tab** contains the following data in the **Top Panel**:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Current Contract Amount:** the **Current Contract Amount** is the Original Contract Amount plus all approved Change Orders.
- **Generate Estimate 1 Day:** the **Generate Estimate 1 Day** is the date of each month for generating the first estimate of the month.
- **Generate Estimate 2 Date:** the **Generate Estimate 2 Date** is the date of each month for generating the second estimate of the month.
- **Contract Limit Amount:** the **Contract Limit Amount** field is not being utilized by INDOT; the amount indicated should be set at $0.
- **Contract Limit Pct:** the **Contract Limit Pct** field is not utilized by INDOT the amount indicated should be set at 0%.
- **Liquidated Damage Rate Amt:** the **Liquidated Damage Rate Amt** is the specified amount to be charged for each day of overrun should the contractor fail to complete the project on time.
- **Retainage Check Boxes & Escrow Amt:** the **Retainage Check Boxes and Escrow Amt box** are not being utilized by INDOT.

The **Generate Est1 Day** and **Generate Est2 Day** are listed.
Generate the Progress Pay Estimates on these two dates of the month.
For example, if the contract number ends with a 6, then the first estimate of each month will be on the sixth **(Generate Est1 Day)**. The second estimate of the month will be two weeks later, on the 20th of each month **(Generate Est2 Day)**.

Return to Main Panel by "clicking" on the **Close** button located on the toolbar.

Determining Estimate Dates

D-1-1-T Group Exercise

Determine for Contract R – 90004, the cutoff dates of the month for preparing Contractor Pay Requests

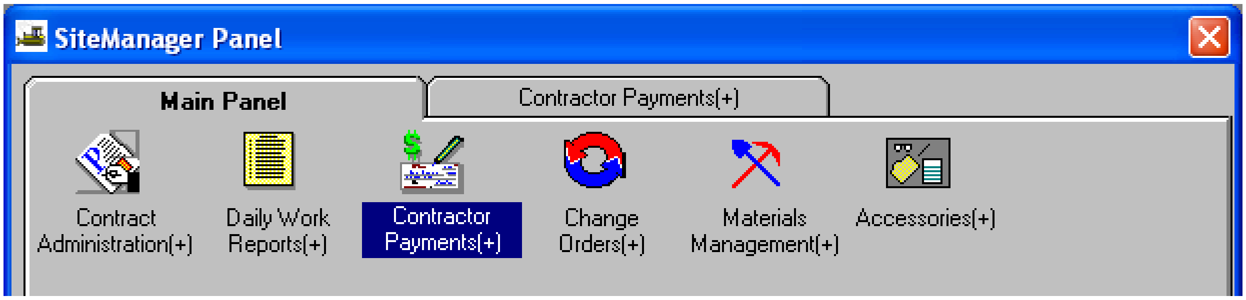
Log into SiteManager as d90afaul
Password pass

Navigate from **Main Panel**:
"Double-Click" on **Contract Administration (+)** icon
"Double-Click" on **Contract Records (+)** icon
"Double-Click" on **Contracts** icon
"Double-Click" on **Contract ID: R-90004**
"Click" on **Payment Data** Tab
View the **Generate Est1 Day**
View the **Generate Est2 Day**
"Click" on the **Close** located on the Toolbar.

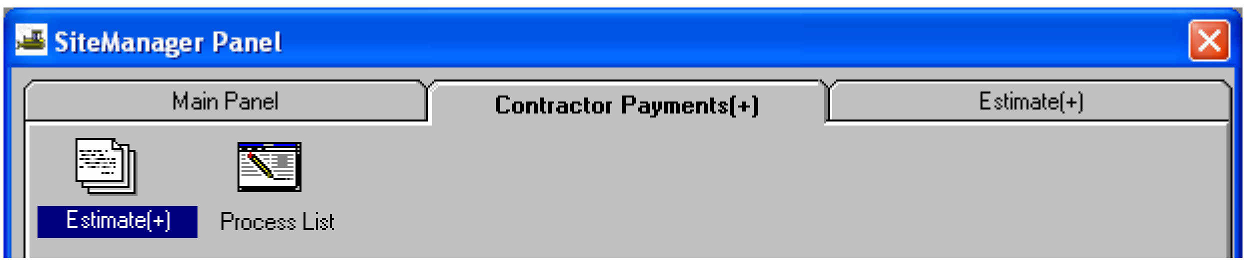
Generating an Estimate

This section will explain how to generate an estimate.

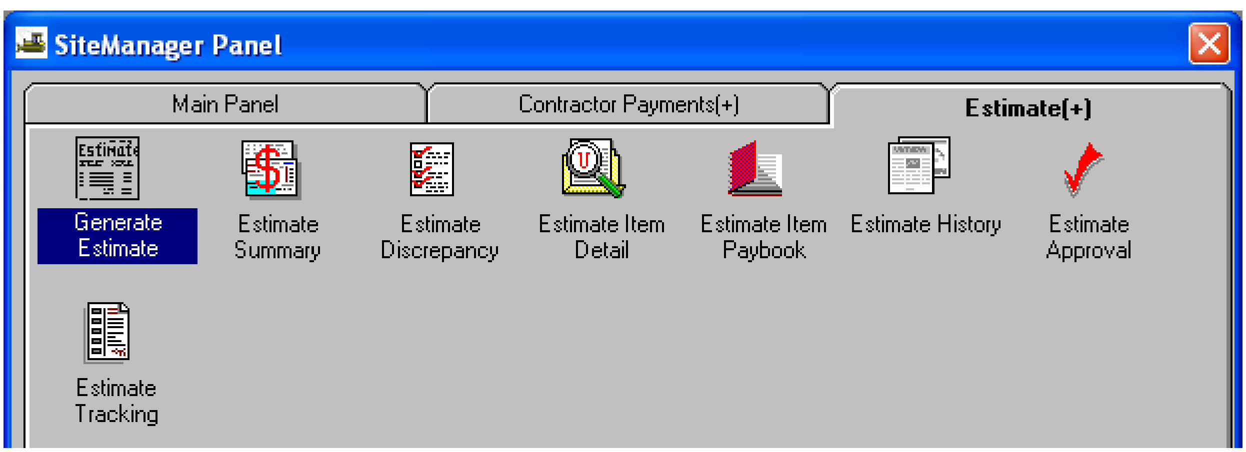
NOTE: In order to Generate an Estimate you must be logged into SiteManager as a PE/S. For training purposes use the UserID: d90bclip and password: pass.



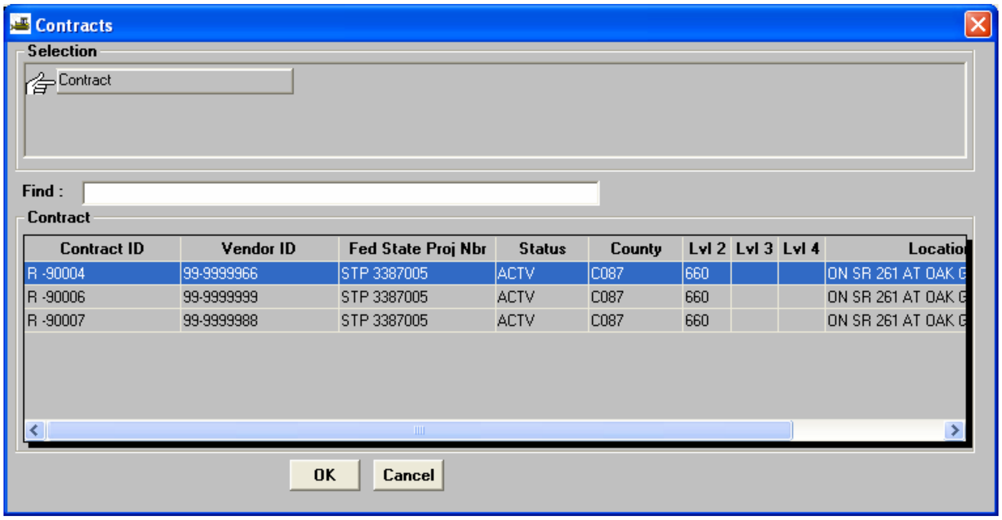
From **Main Panel,** "double-click" on **Contractor Payments** (+).



"Double-click" on Estimate (+)



"Double-click" on **Generate Estimate**.

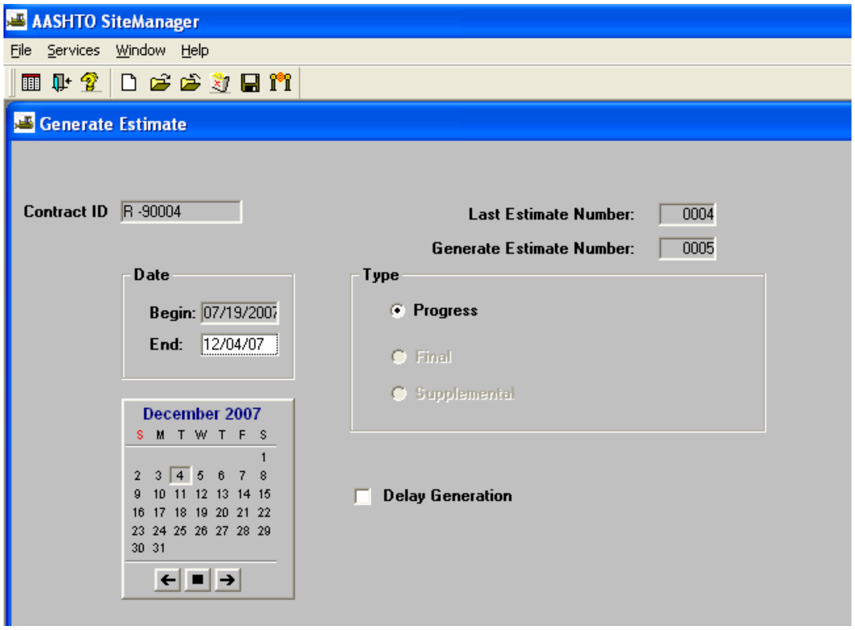


The **Contract Selection Panel** will appear with the following information:
The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the actual limits of the contract.

“Double-click” the appropriate **Contract ID**.

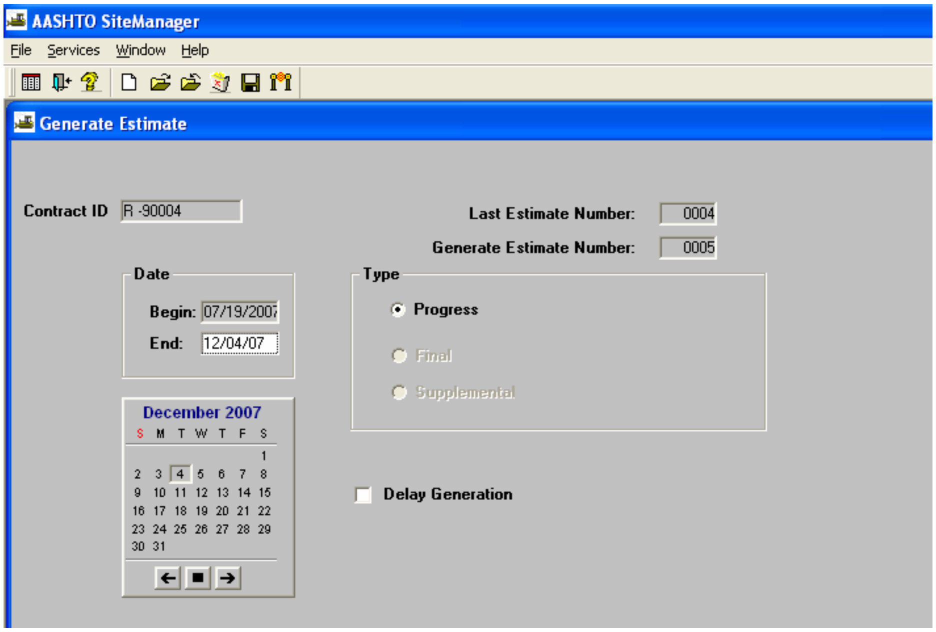
NOTE: The Contract ID cannot be selected to generate an estimate if the Notice to proceed date has not been entered in the Critical Dates tab of the Contract window.



The window requires the following information

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Last Estimate Number:** The **Last Estimate Number** is the number of the last progress payment generated by SiteManager for this contract.
- **Generate Estimate Number:** The **Generate Estimate Number** is the next number, sequentially, of the progress payment to be generated.

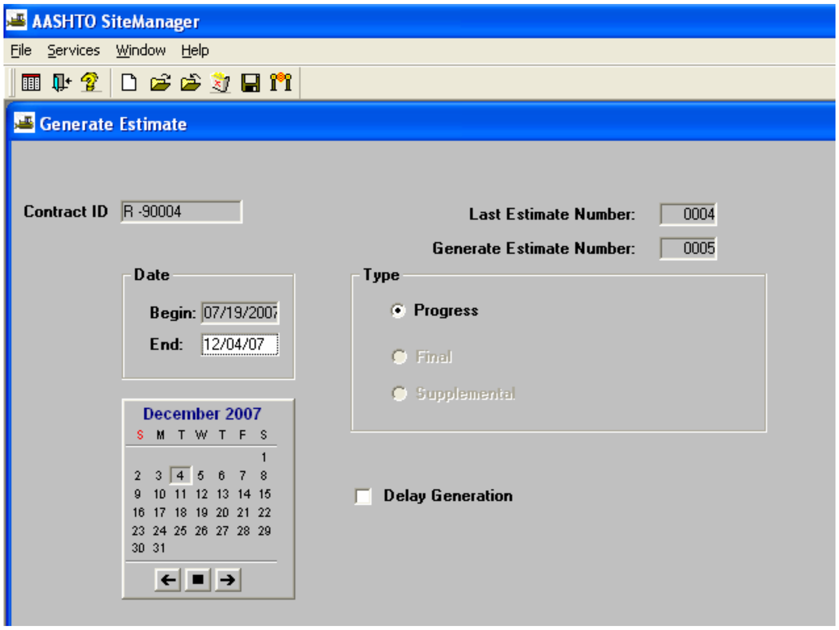
SiteManager will automatically fill in **Last Estimate Number** and will automatically choose the next **Generate Estimate Number**.



- **Date, Begin:** the **Date**, **Begin** will be the day following the **End** date of the previous estimate. **SiteManager** will automatically fill the beginning calendar date. The date for the <u>first</u> estimate will be the same date as the Engineers Notice to Proceed.
- **Date, End:** The **Date, End** is the final date of the estimate period.
  To select the **End** date for the estimate period, "click" on the date on the **calendar**. "Clicking" on the **right** and **left arrows** on the calendar can change the month. "Click" on the appropriate **End** date.

NOTE: The default **End** date will correspond with the most recent "Generate EST Day" shown in the Payment Data Screen (see pages 4 of 6 of module D-1-1 "Determining Estimate Date"). If the most recent **Generate Est Day** is less than two weeks prior to the scheduled date the estimate is to be generated, then the default date is the date the estimate is generated.

Note: The **End Date** cannot contain a date greater than the current date or less than the **Estimate Generation Period Begin Date**.



- **Type, Progress:** The **Progress Type** estimate is a partial payment for work performed by the contractor during the period of time indicated.
  Note: PE/S will only generate **Progress** estimates.

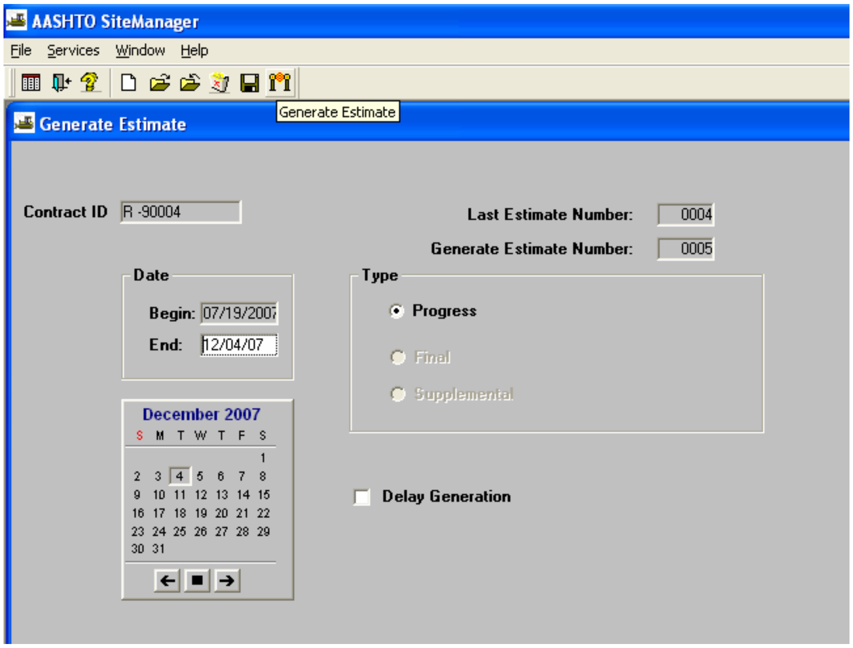
- **Type, Final:** The **Final Type** estimate is the final and last progress payment for the contract.

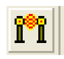
  NOTE: When a **Final** estimate is generated the contract will be locked.

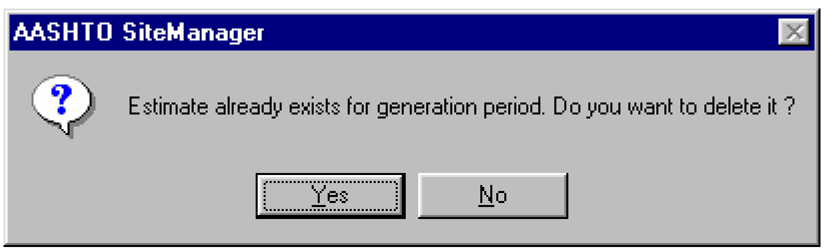
"Click" the button for the correct **Type** of estimate, **Progress** or **Final.**

Delay Generation: the **Delay Generation** check box will cause the estimate to be processed overnight. Otherwise, the estimate will be processed in the background.

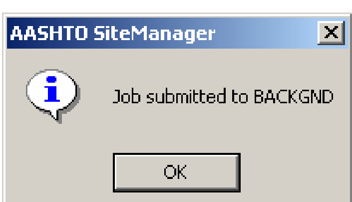
"Click" on **Delay Generation**, if appropriate



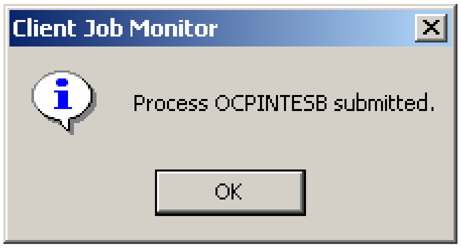
"Click" on the **Generate Estimate**  button located on the toolbar.



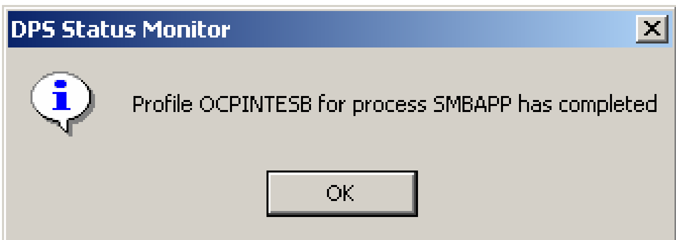
If an estimate was previously generated for the same generation period, this message will appear. To delete the previous estimate and replace it with a new estimate, "click" on **Yes**. "Clicking" **No** will end this generation process.



This message appears after the estimate is generated. "Click" **OK**.



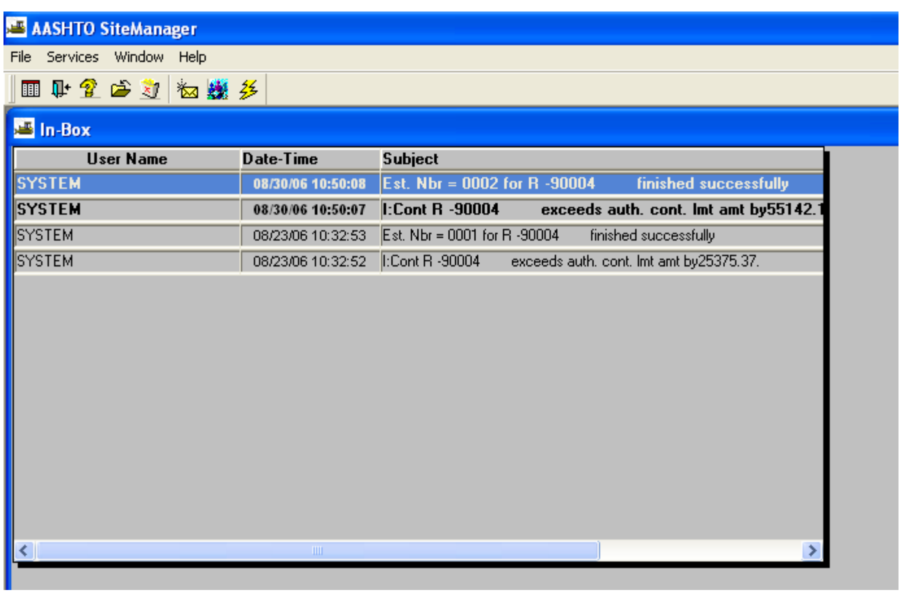
"Click" **OK**.



"Click" **OK**.

"Click" the **Close** button located on the toolbar.

NOTE: The following Inbox information will NOT appear in the training database.



When the **Estimate** has been generated, a message will be sent to the **In-Box**, (located in **Accessories**), stating if the estimate generation was successful or failed.

"Click" the **Close** button located on the toolbar.

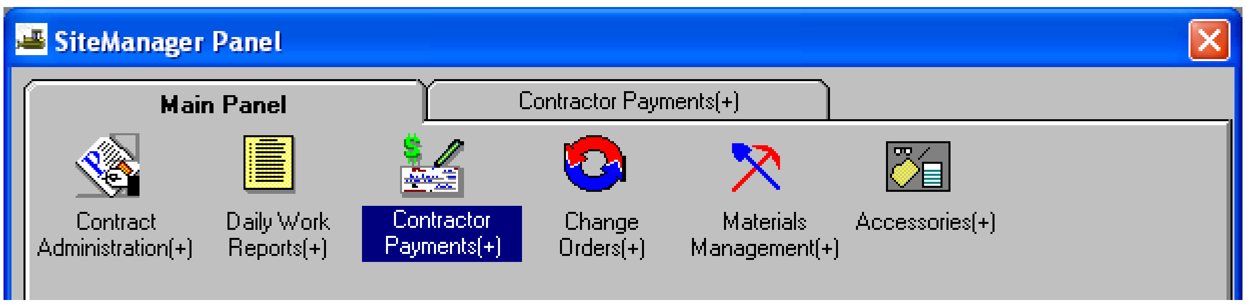
Printing the Invoice, Progress Estimate and Project Item Report

NOTE: Printing the Progress Estimate can only be done via CITRIX on active Contracts. This process will not work in the training database.

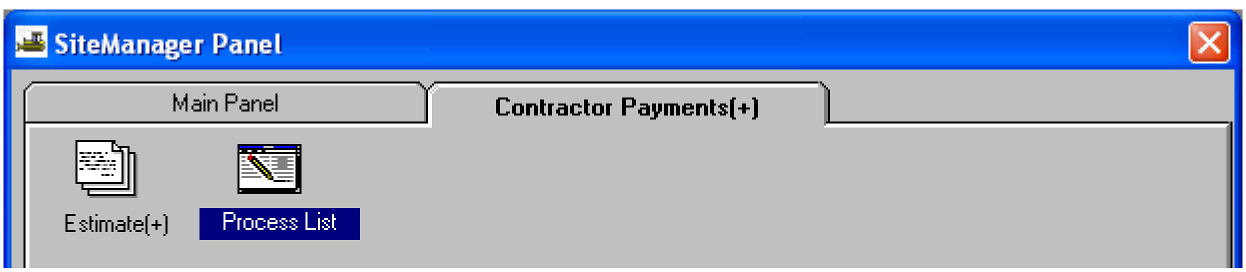
This module will explain how to print the Invoice and Progress Estimate and Project Item Report.

For now the estimate will be printed out for the contractor to sign. This signed estimate will stay with the contract records.

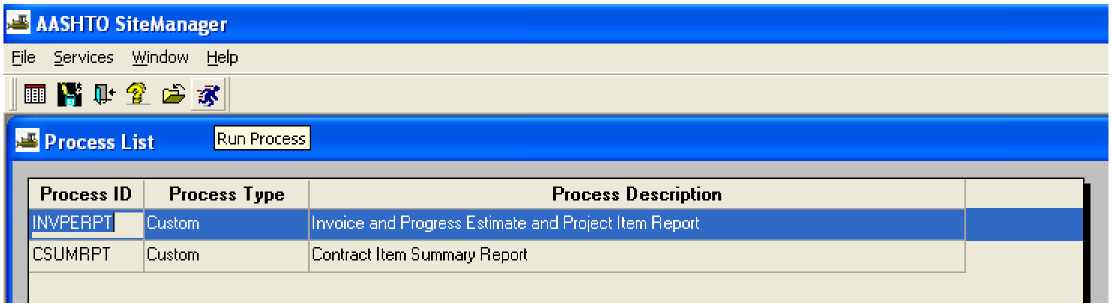
The Invoice, Progress Estimate and Project Item Report have to be processed and printed to be given to the contractor.



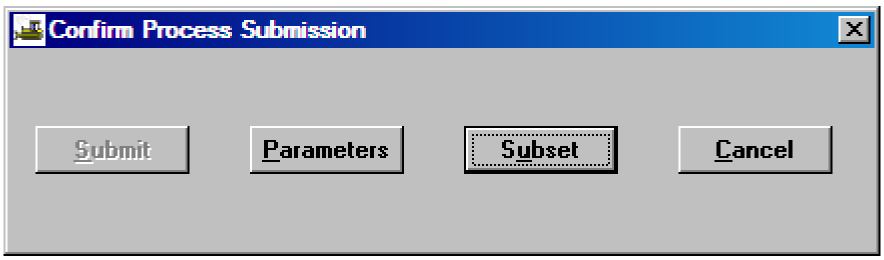
"Double-click" on **Contractor Payments (+)** from the **Main Panel**.



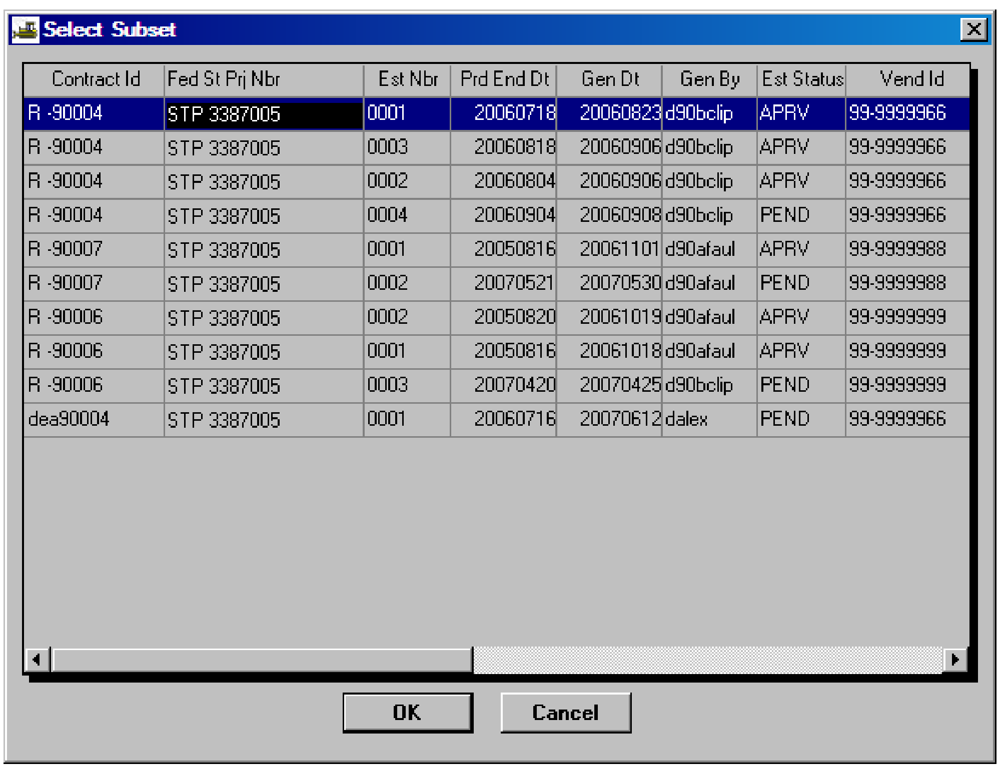
"Double-click" on **Process List**.



Verify that the **Process Description**, Invoice and Progress Estimate and Project Item Report is highlighted or Process ID **INVERPT**.
"Click" the **Run Process**  button located on the toolbar.

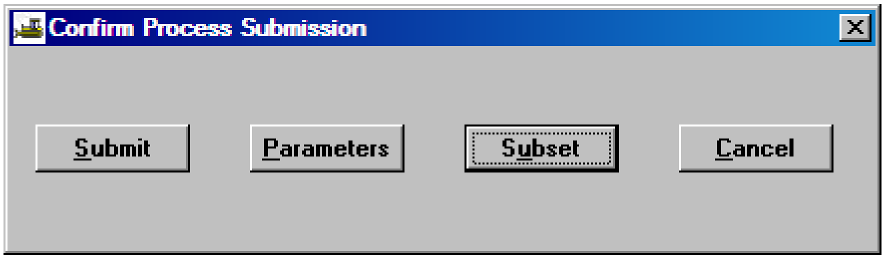


"Click" on **Subset**.

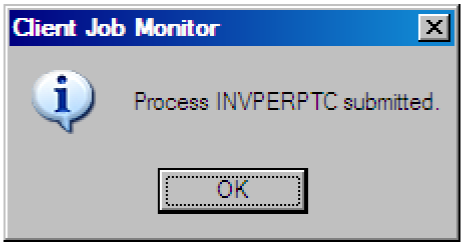


Contract Id	Fed St Prj Nbr	Est Nbr	Prd End Dt	Gen Dt	Gen By	Est Status	Vend Id
R -90004	STP 3387005	0001	20060718	20060823	d90bclip	APRV	99-9999966
R -90004	STP 3387005	0003	20060818	20060906	d90bclip	APRV	99-9999966
R -90004	STP 3387005	0002	20060804	20060906	d90bclip	APRV	99-9999966
R -90004	STP 3387005	0004	20060904	20060908	d90bclip	PEND	99-9999966
R -90007	STP 3387005	0001	20050816	20061101	d90afaul	APRV	99-9999988
R -90007	STP 3387005	0002	20070521	20070530	d90afaul	PEND	99-9999988
R -90006	STP 3387005	0002	20050820	20061019	d90afaul	APRV	99-9999999
R -90006	STP 3387005	0001	20050816	20061018	d90afaul	APRV	99-9999999
R -90006	STP 3387005	0003	20070420	20070425	d90bclip	PEND	99-9999999
dea90004	STP 3387005	0001	20060716	20070612	dalex	PEND	99-9999966

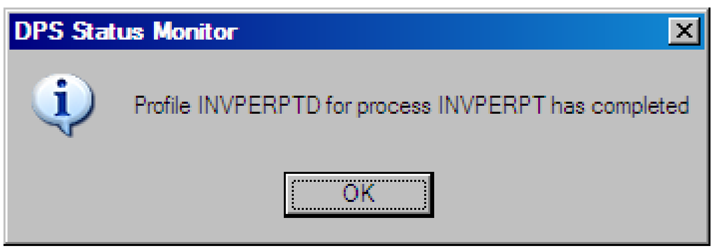
Choose the appropriate **Estimate Nbr**.



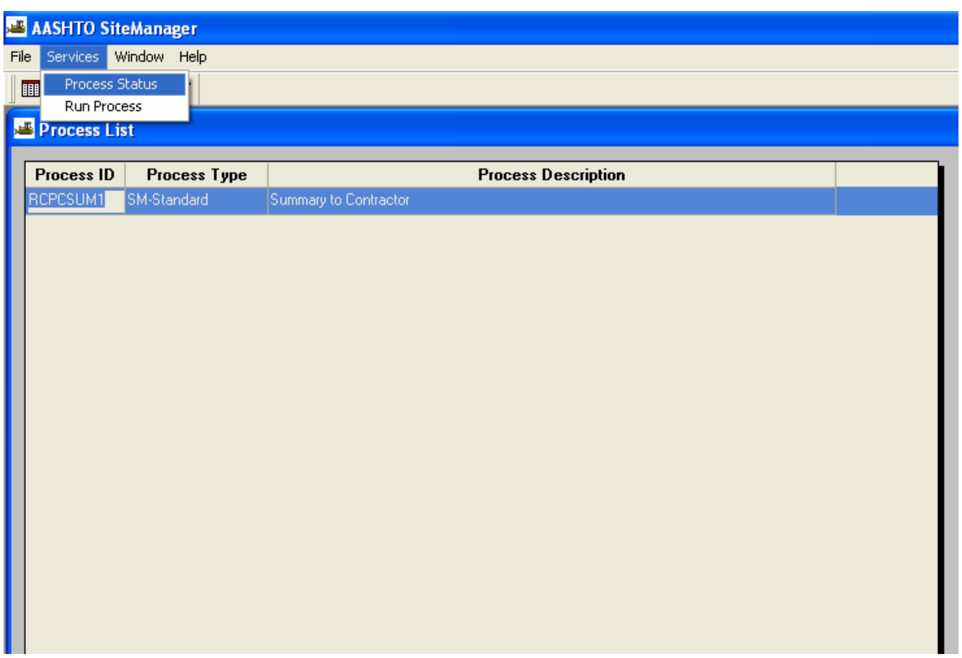
"Click" the **Submit** button.



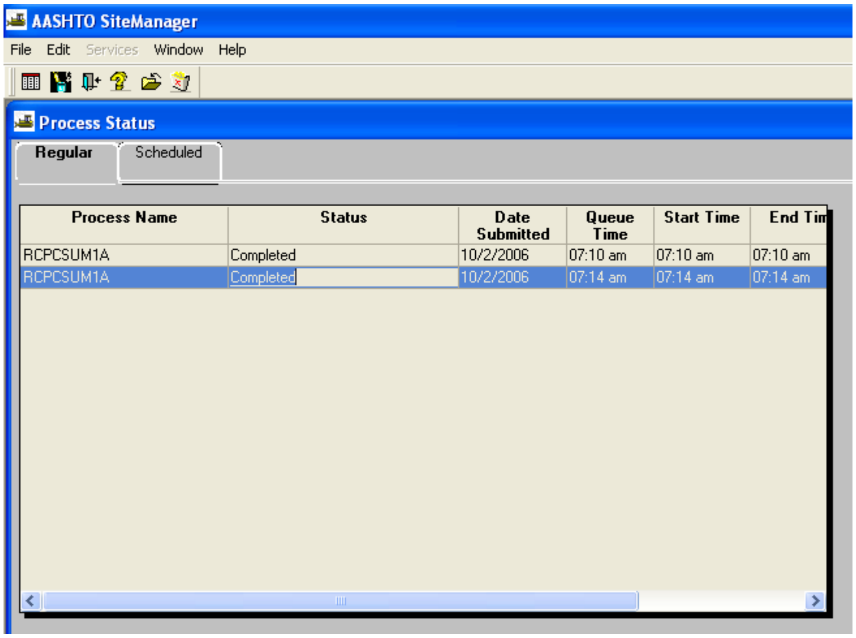
This Process submitted message will appear. "Click" **OK**.



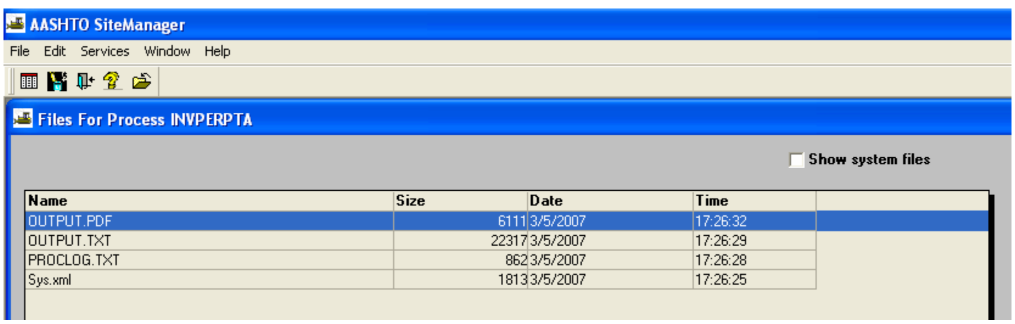
This DPS Status Monitor message will appear. "Click" **OK**



"Click" on **Services**, then "click" on **Process Status**.

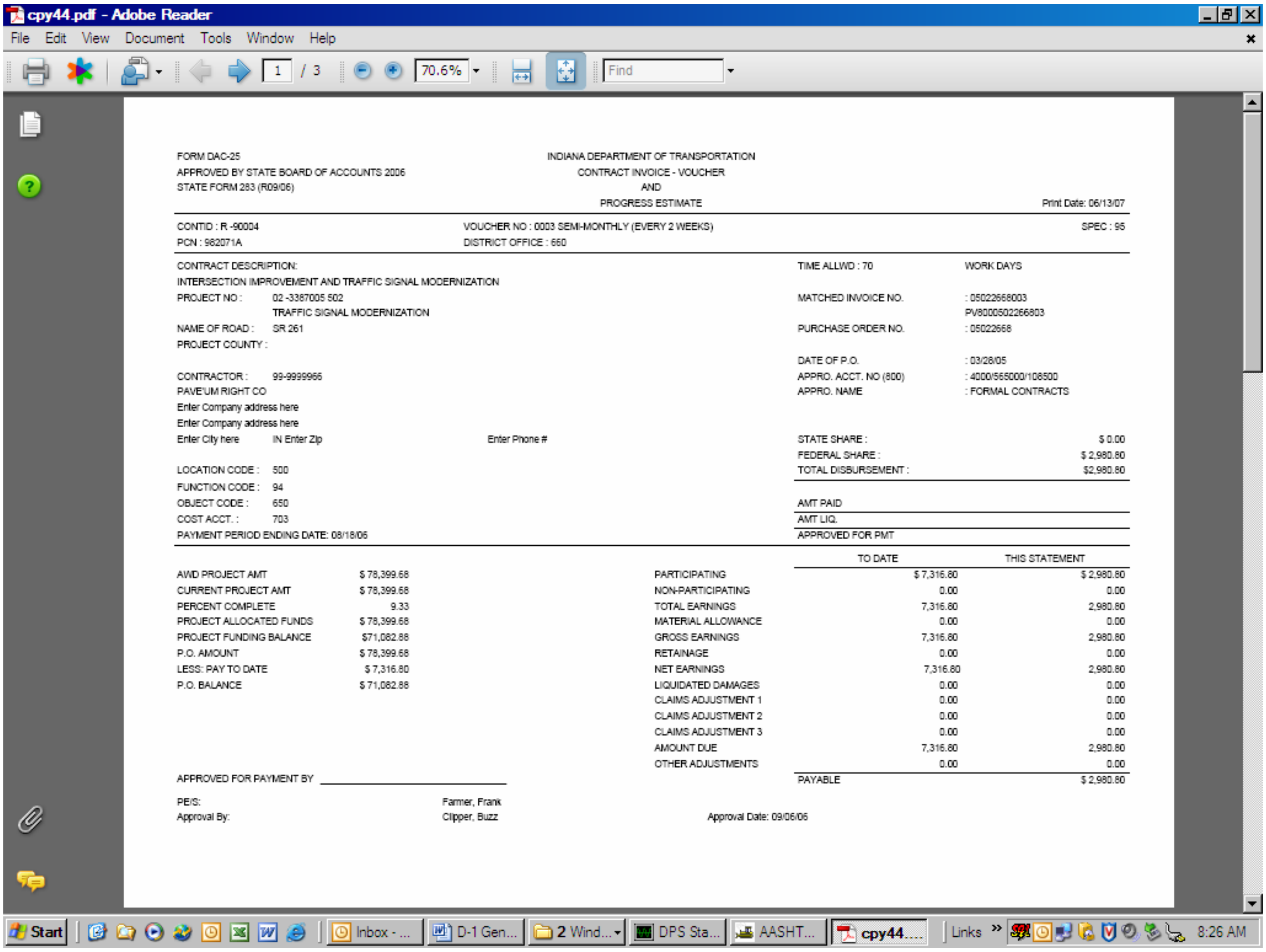


If **Process Running** does not show in the **Status** column, the most recent process generated will be at the bottom of the list.
“Double-click” on the appropriate **Process Name**. Verify the correct date and time



“Click” in the **Files for Process** panel.

“Double-click” on **Output.pdf**.



FORM DAC-25
APPROVED BY STATE BOARD OF ACCOUNTS 2006
STATE FORM 283 (R09/06)

INDIANA DEPARTMENT OF TRANSPORTATION
CONTRACT INVOICE - VOUCHER
AND
PROGRESS ESTIMATE

Print Date: 06/13/07

CONTID : R -90004
PCN : 982071A
VOUCHER NO : 0003 SEMI-MONTHLY (EVERY 2 WEEKS)
DISTRICT OFFICE : 660
SPEC : 95

CONTRACT DESCRIPTION:
INTERSECTION IMPROVEMENT AND TRAFFIC SIGNAL MODERNIZATION
PROJECT NO : 02 -3387005 502
TRAFFIC SIGNAL MODERNIZATION
NAME OF ROAD : SR 261
PROJECT COUNTY :

CONTRACTOR : 99-9999966
PAVE'UM RIGHT CO
Enter Company address here
Enter Company address here
Enter City here IN Enter Zip Enter Phone #

LOCATION CODE : 500
FUNCTION CODE : 94
OBJECT CODE : 650
COST ACCT. : 703
PAYMENT PERIOD ENDING DATE: 08/18/06

TIME ALLWD : 70 WORK DAYS

MATCHED INVOICE NO. : 05022668003
PV8000502266803
PURCHASE ORDER NO. : 05022668

DATE OF P.O. : 03/28/05
APPRO. ACCT. NO (600) : 4000/565000/108500
APPRO. NAME : FORMAL CONTRACTS

STATE SHARE : $ 0.00
FEDERAL SHARE : $ 2,980.80
TOTAL DISBURSEMENT : $2,980.80

AMT PAID
AMT LIQ.
APPROVED FOR PMT

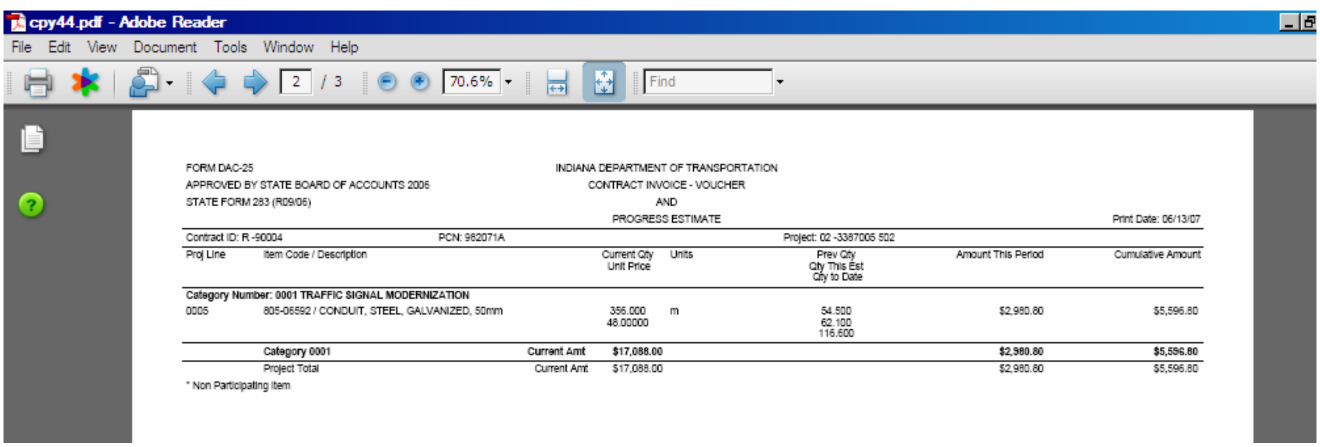
AWD PROJECT AMT	$ 78,399.68
CURRENT PROJECT AMT	$ 78,399.68
PERCENT COMPLETE	9.33
PROJECT ALLOCATED FUNDS	$ 78,399.68
PROJECT FUNDING BALANCE	$71,082.88
P.O. AMOUNT	$ 78,399.68
LESS: PAY TO DATE	$ 7,316.80
P.O. BALANCE	$ 71,082.88

	TO DATE	THIS STATEMENT
PARTICIPATING	$ 7,316.80	$ 2,980.80
NON-PARTICIPATING	0.00	0.00
TOTAL EARNINGS	7,316.80	2,980.80
MATERIAL ALLOWANCE	0.00	0.00
GROSS EARNINGS	7,316.80	2,980.80
RETAINAGE	0.00	0.00
NET EARNINGS	7,316.80	2,980.80
LIQUIDATED DAMAGES	0.00	0.00
CLAIMS ADJUSTMENT 1	0.00	0.00
CLAIMS ADJUSTMENT 2	0.00	0.00
CLAIMS ADJUSTMENT 3	0.00	0.00
AMOUNT DUE	7,316.80	2,980.80
OTHER ADJUSTMENTS	0.00	0.00
PAYABLE		$ 2,980.80

APPROVED FOR PAYMENT BY ____________

PE/S: Farmer, Frank
Approval By: Clipper, Buzz
Approval Date: 09/06/06

The Invoice and Progress Estimate and Project Item Report will open.



FORM DAC-25
APPROVED BY STATE BOARD OF ACCOUNTS 2006
STATE FORM 283 (R09/06)

INDIANA DEPARTMENT OF TRANSPORTATION
CONTRACT INVOICE - VOUCHER
AND
PROGRESS ESTIMATE

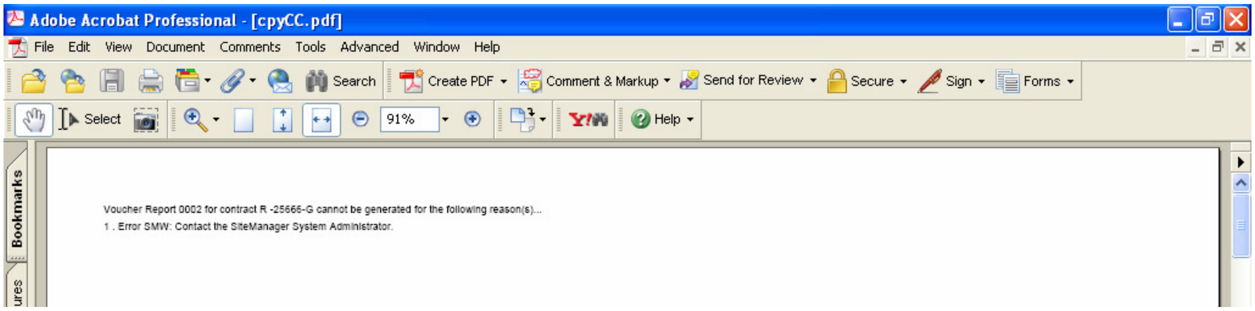
Print Date: 06/13/07

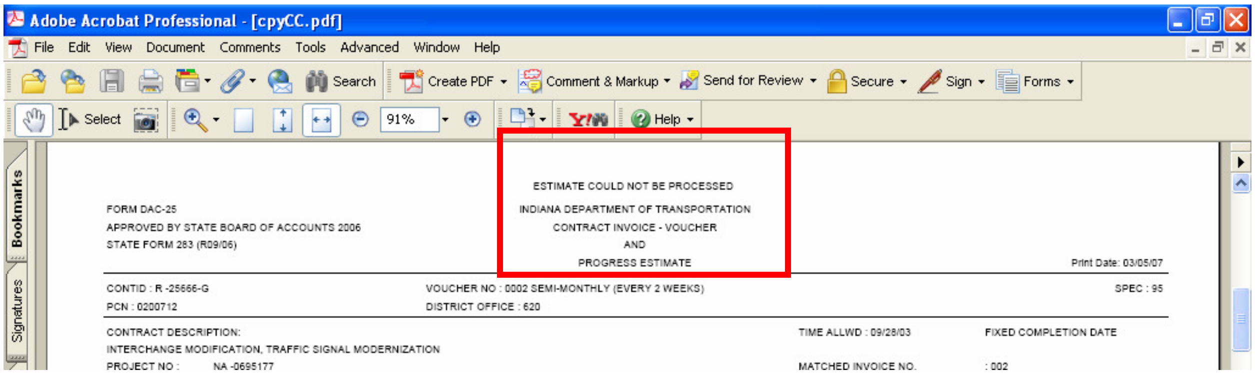
Contract ID: R -90004 PCN: 982071A Project: 02 -3387005 502

Proj Line	Item Code / Description	Current Qty / Unit Price	Units	Prev Qty / Qty This Est / Qty to Date	Amount This Period	Cumulative Amount
Category Number: 0001 TRAFFIC SIGNAL MODERNIZATION						
0005	805-06592 / CONDUIT, STEEL, GALVANIZED, 50mm	356.000 / 48.00000	m	54.500 / 62.100 / 116.600	$2,980.80	$5,596.80
	Category 0001	**Current Amt $17,088.00**			**$2,980.80**	**$5,596.80**
	Project Total	Current Amt $17,088.00			$2,980.80	$5,596.80

* Non Participating Item

Items paid by project can be viewed on this report.

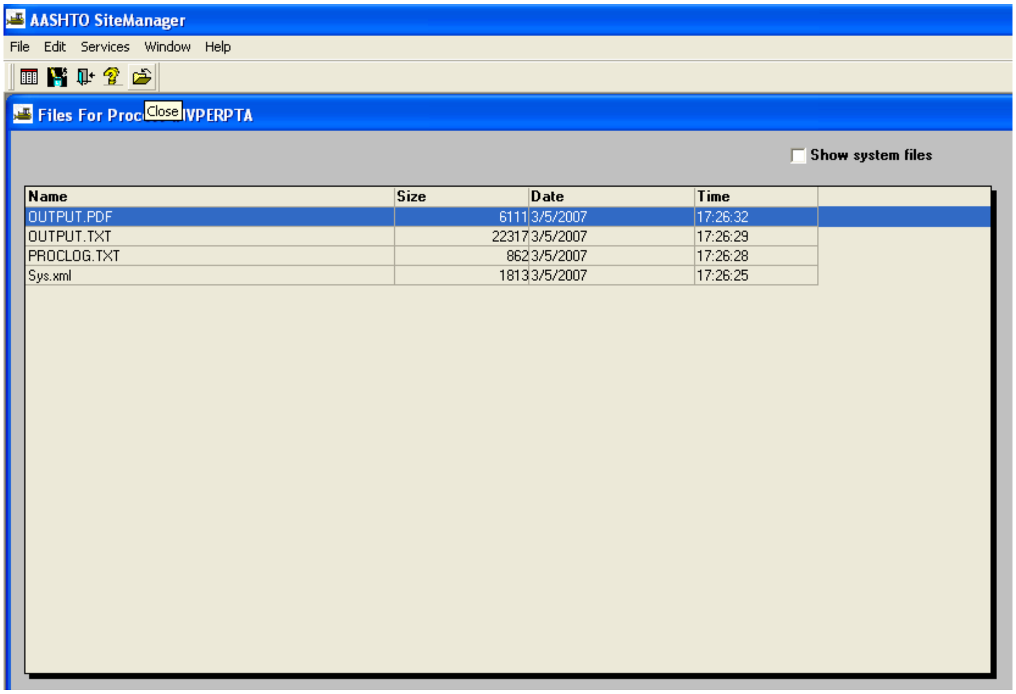




If there are errors in approving an Estimate, then the errors will be listed on the first page of the report. There will also be an “ESTIMATE COULD NOT BE PROCESSED” label on the top of each page of the report.

“Click” the **Print**  button located on the toolbar. The report will print on the default printer.

“Click” on the **X** in the upper right hand corner to close the Report window.



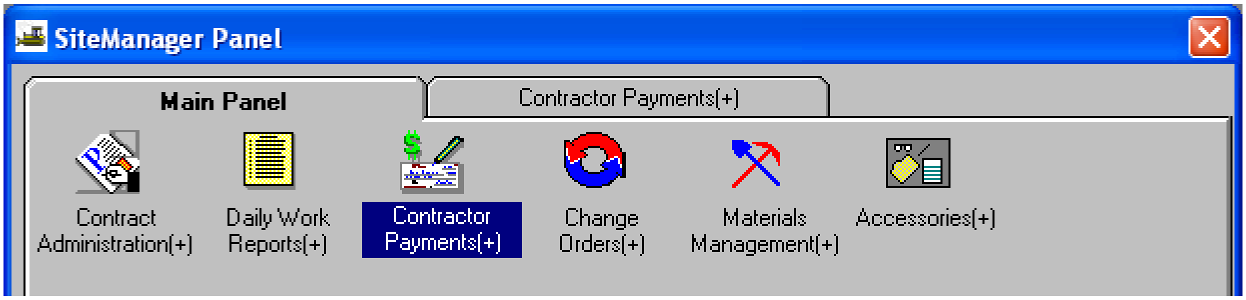
"Click" on the **Close** button located on the toolbar to close the **Files for Process INVPERPTA** box.

"Click" on the **Close** button located on the toolbar to close the **Process Status** Box.

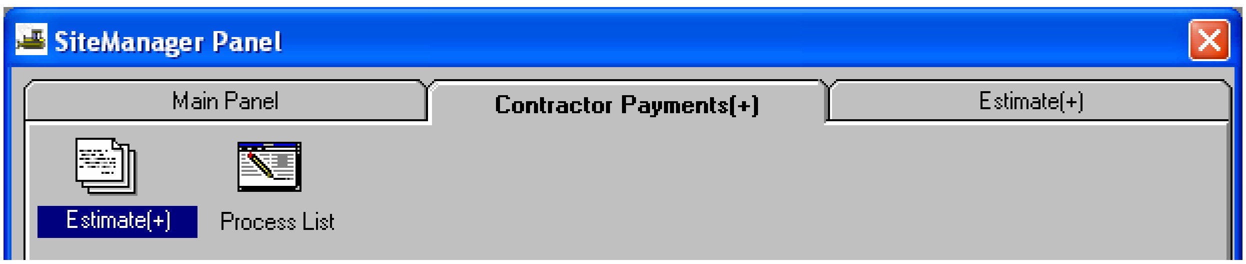
"Click" on the **Close** button located on the toolbar to close the **Process List** Box and return to the Main Menu.

Viewing the Estimate Summary

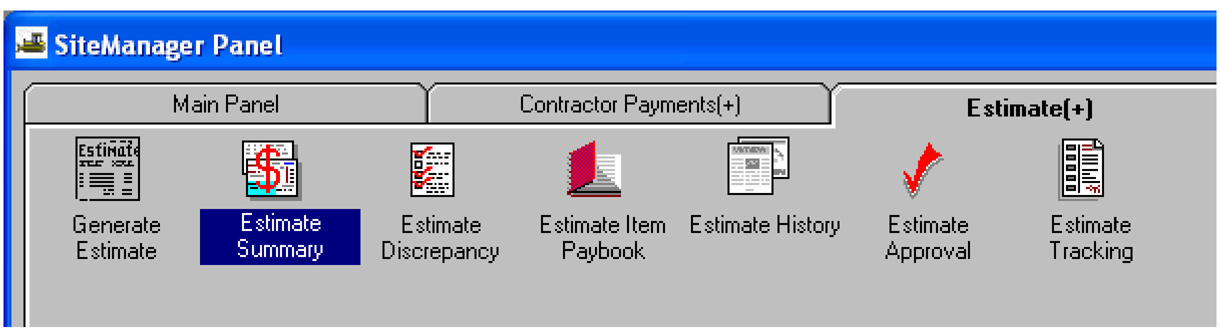
This module will explain how to view the Estimate Summary.



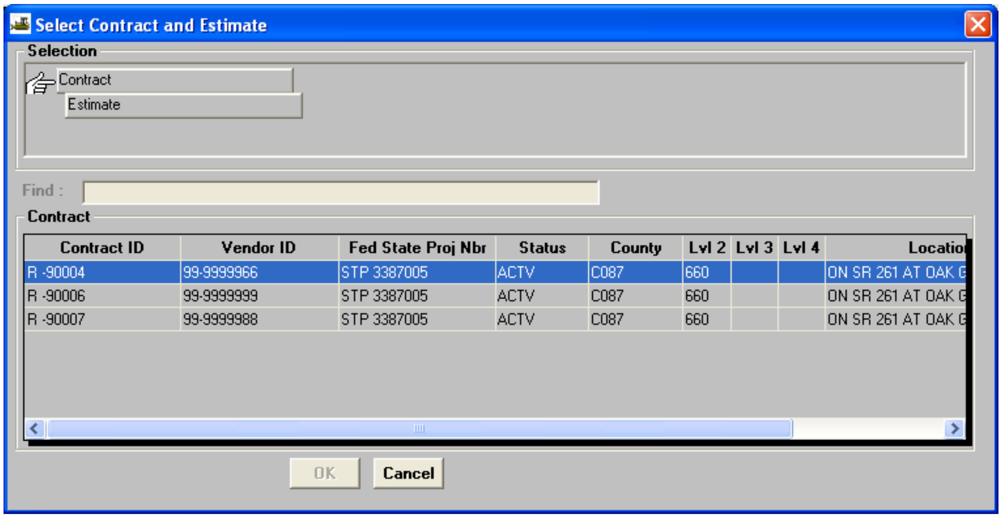
"Double-click" on **Contractor Payments (+)** from the Main Panel.



"Double-click" on **Estimate (+).**



"Double-click" on **Estimate Summary**.

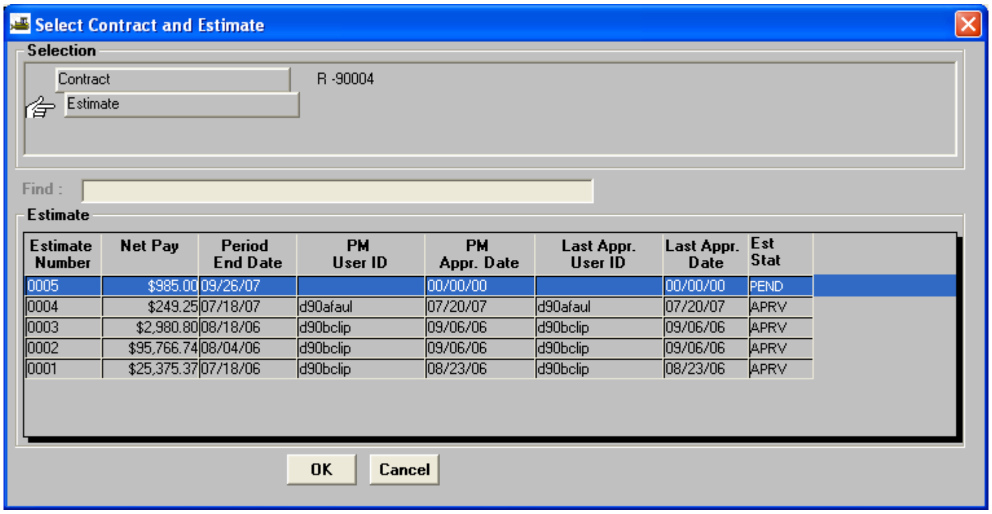


The Select Contract and Estimate window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County**: the **County** column shows the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

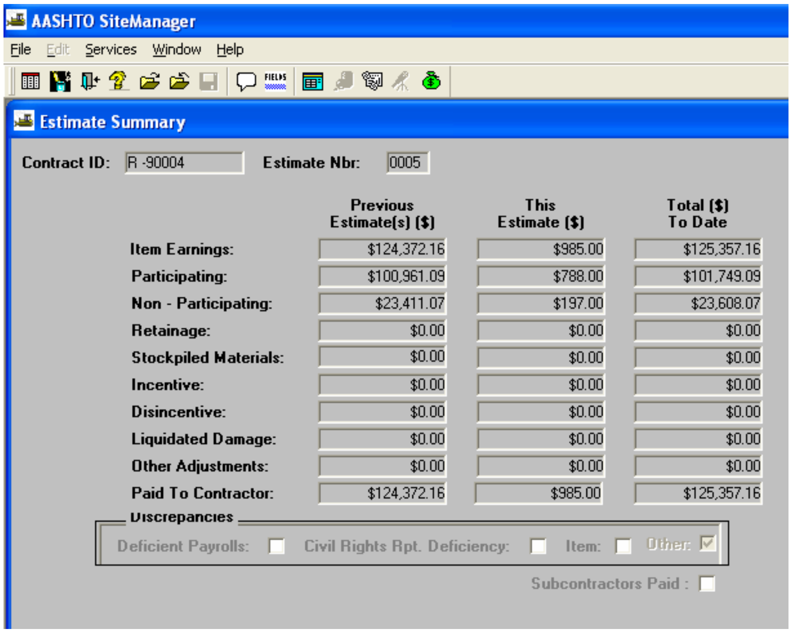
“Double-click” on the appropriate **Contract ID**.



The **Select Estimate** screen opens containing to following information:
The Lower Panel contains the columns for:

- **Estimate Number:** the pay **Estimate Number** for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the Project Engineer/Supervisor generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last person approving the Pay Estimate for Payment. Usually applies only to the **Final Pay Estimates.**
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate. Usually applies only to **Final Pay Estimates.**
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved **(APRV)** or Pending **(PEND)**.

“Double-click” on the **Estimate Number** to be viewed.



The overall summary of the estimate selected will appear. The information displayed is:

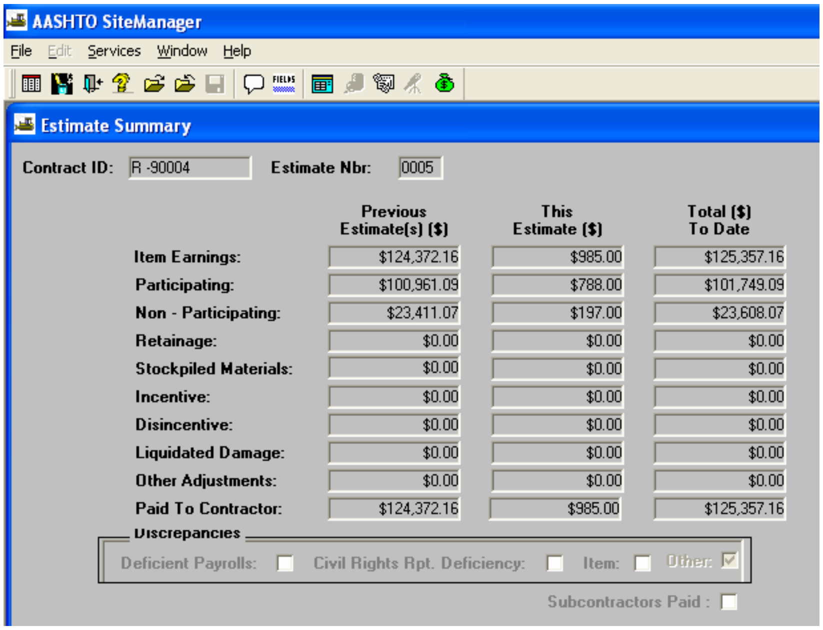
- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Estimate Nbr:** the **Estimate Nbr** is the sequential number of the pay estimate data being displayed.

Data for the pay estimate selected is displayed in the columns:

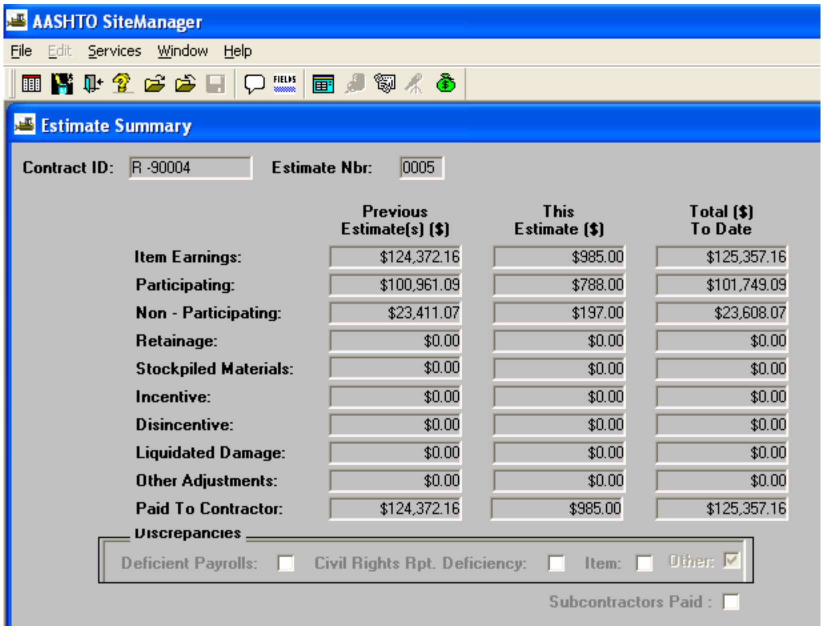
- **Previous Estimate (s) ($):** the **Previous Estimate (s) ($)** column contains the combined totals for all previous estimates.
- **This Estimate ($):** the **This Estimate ($)** column contains data for the pay estimate selected.
- **Total ($) to Date:** the **Total ($) to Date** column contains the sum of the **Previous Estimate** columns and **This Estimate** Column.

Data displayed in the columns includes:

- **Item Earnings:** the **Items Earnings** fields shows the amount paid to the contractor for work performed on contract work items.
- **Participating:** the **Participating** fields shows the amount earned (from Federal funds) on federally funded contract work items.
- **Non-Participating:** the **Non-Participating** fields show the amount earned (from State funds) or for work on contract items that are not Federally funded.



- **Retainage:** the **Retainage** fields show the amount being withheld as **Retainage**.
- **Stockpiled Materials:** the **Stockpiled Materials** fields show the dollar value of material in stockpiles on site but not installed in the works.
- **Incentive:** the **Incentive** fields show the amount of contract specified **Incentive**s assessed. Not utilized by INDOT.
- **Disincentive:** the **Disincentive** fields show the amount of contract specified **Disincentives** assessed. Not utilized by INDOT.
- **Liquidated Damages:** the **Liquidated Damages** fields show the amount of **Liquidated Damages** charged against the contract.
- **Other Adjustments:** the **Other Adjustments** fields show the amount of adjustments or corrections to the contract earnings other than those indicated above.
- **Paid to Contractor:** the **Paid to Contractor** fields show the actual amount **Paid to** the **Contractor**.



The lower portion of the window contains several indicators for possible Pay Estimate **Discrepancies**. The appearance of a **Discrepancy** could hinder and delay the processing of a Pay Request. In most cases the **Discrepancy** will have to be resolved before processing of the pay estimate can be completed. Details of the **Discrepancy** will be report in the **Discrepancy** Window. The types of Discrepancies indicated are:

- **Deficient Payrolls:** the **Deficient Payrolls** checkbox indicates that a payroll report for the period covered is missing or incomplete.
- **Civil Rights Rpt. Discrepancy:** the **Civil Rights Rpt. Discrepancy** checkbox indicates that either a form MBE-2, MBE-3, WH-348 or PR-1391 for the period is missing or incomplete.
- **Items:** the **Items** checkbox indicates that a Discrepancy exists in either a work **Item** quantity or with a material report associated to an **Item**.
- **Other:** the **Other** checkbox indicates that a deficiency **Other** than those shown above exists.

“Click” on **Close** button on the toolbar to exit.

Viewing the Estimate Summary

Exercise D-2-2-T
Group Exercise

Look up the estimate summary for a previous Pay Estimate for contract R-90006.

Log into SiteManager as d90bclip
Password pass

Select User Group: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Summary** icon
"Double-Click" on **Contract ID: R-90006**
"Double-Click" on **Estimate Number: 0001**
View **Estimate Summary** information
"Click" on the **Close** button located on the Toolbar.

Viewing Estimate Discrepancies

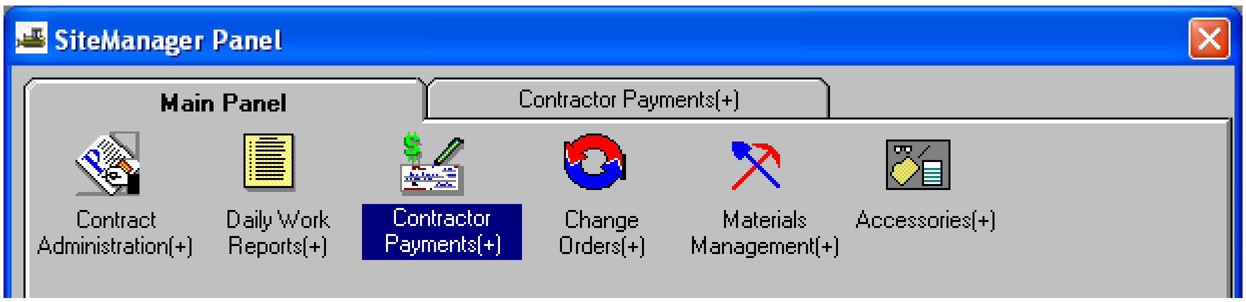
This section will explain how to view discrepancies on an estimate.

There are four types of Discrepancies associated with an estimate:

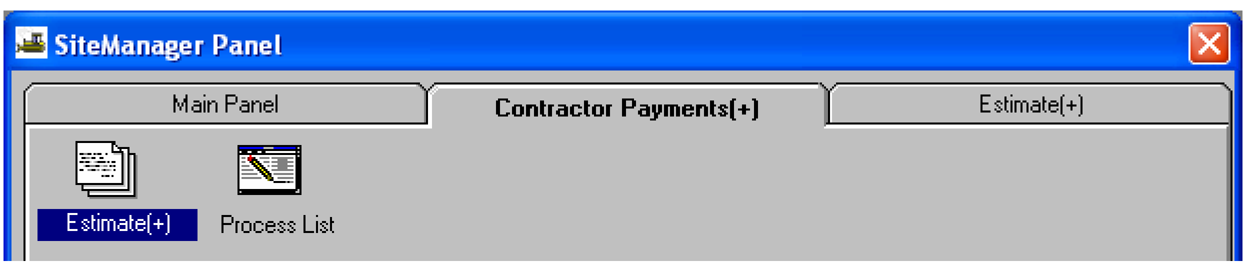
1. Material Test Discrepancy
2. Milestone Event Discrepancy
3. Checklist Event Discrepancy
4. Contract Completion Date Discrepancy

Before an estimate is approved, the user must either resolve the discrepancy and recalculate the estimate or override the discrepancy and add a remark in the remarks balloon explaining why the discrepancy is overridden.

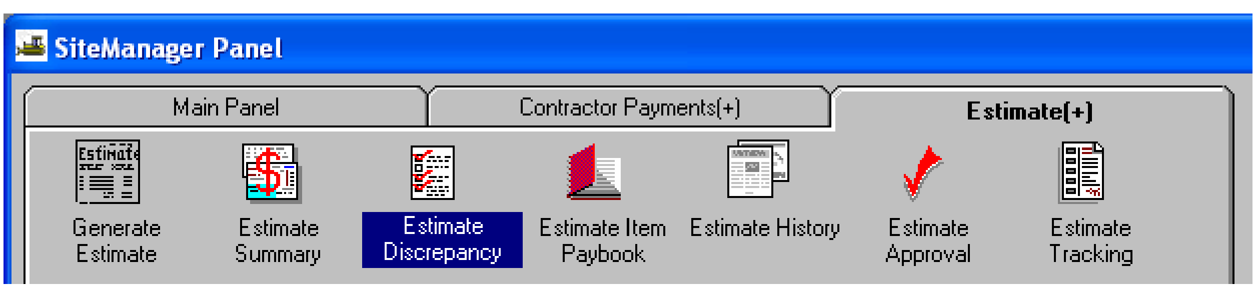
NOTE: All discrepancies must be resolved before the final estimate can be approved.



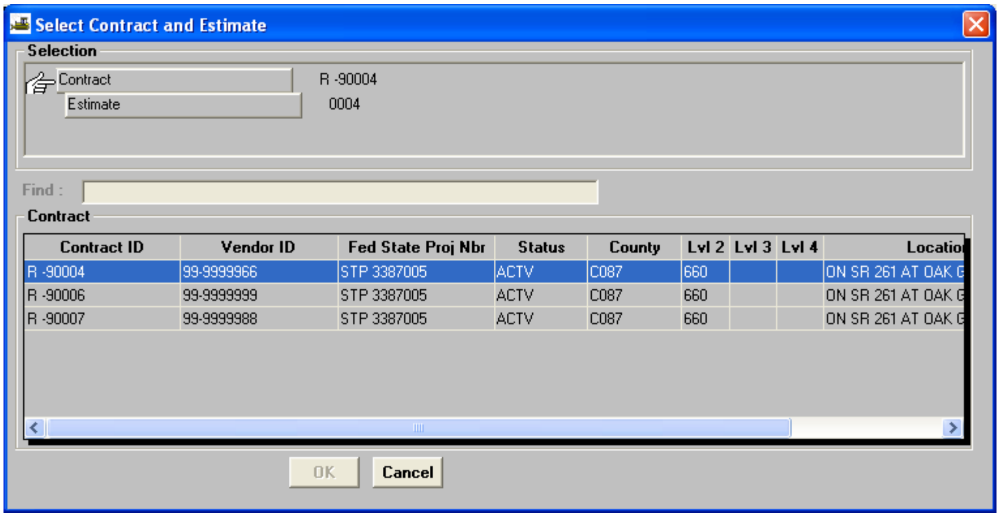
Double-click" on **Contractor Payments** located on the Main Panel.



"Double-click" on **Estimate (+).**



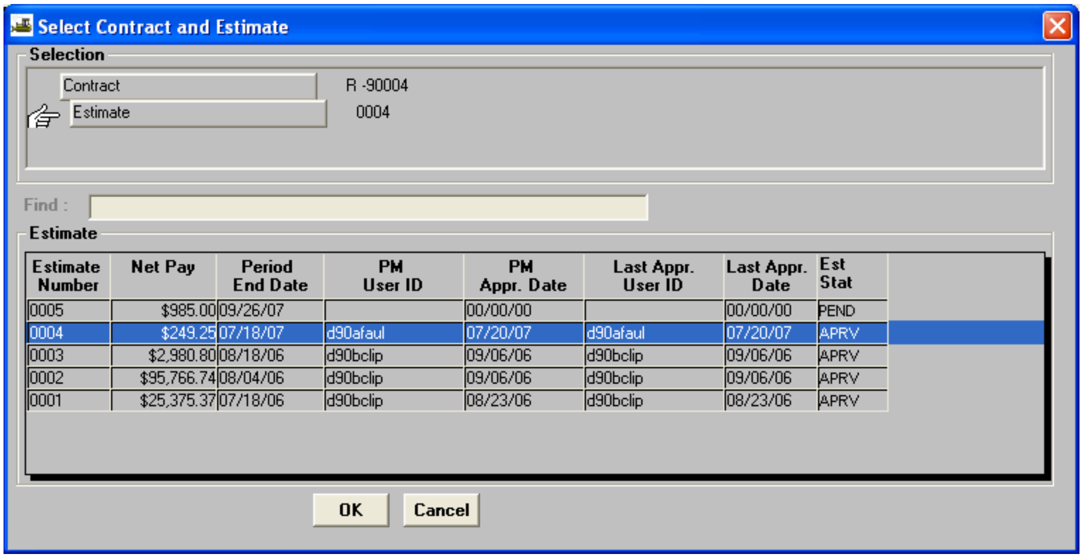
"Double-click" on **Estimate Discrepancy**.



The bottom panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County**: the **County** column shows the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limit of the contract.

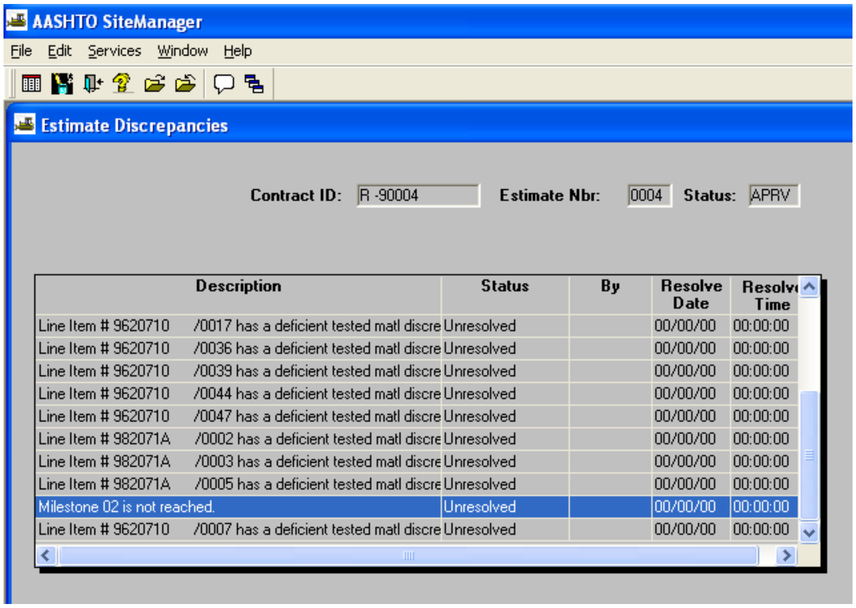
"Double-click" on the appropriate **Contract ID**.



The **Select Estimate** screen appears containing to following information:

- **Estimate Number:** the pay estimate number for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the PE/S generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last (final) person approving the estimate for payment.
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate.
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved **(APRV)** or Pending **(PEND)**.

“Double-click” on the appropriate **Estimate Number**. If the estimate is already open, this step will be skipped.



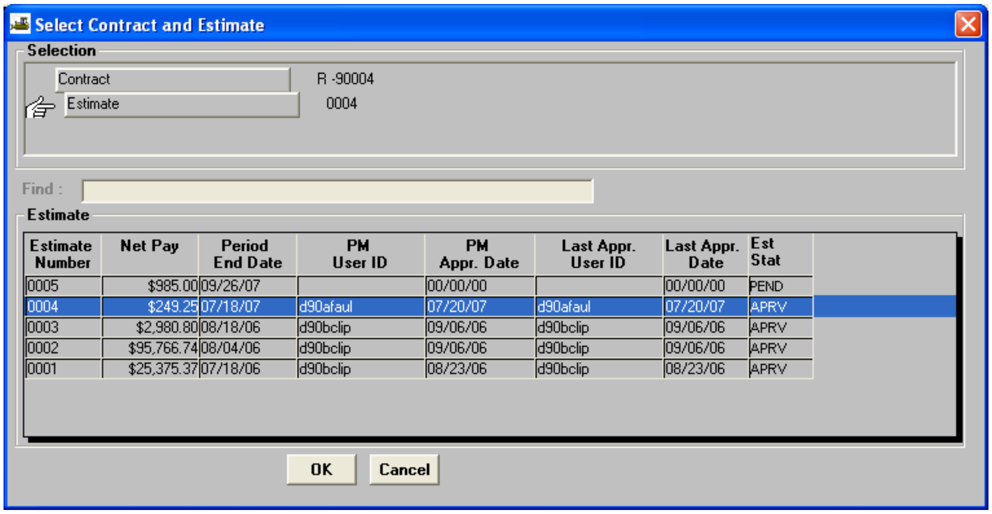
The **Estimate Discrepancies** window opens containing the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract
- **Estimate Nbr:** the **Estimate Nbr** indicates the pay estimate currently being displayed.
- **Status:** the **Status** field indicates if the pay estimate being displayed has been Approved or not.

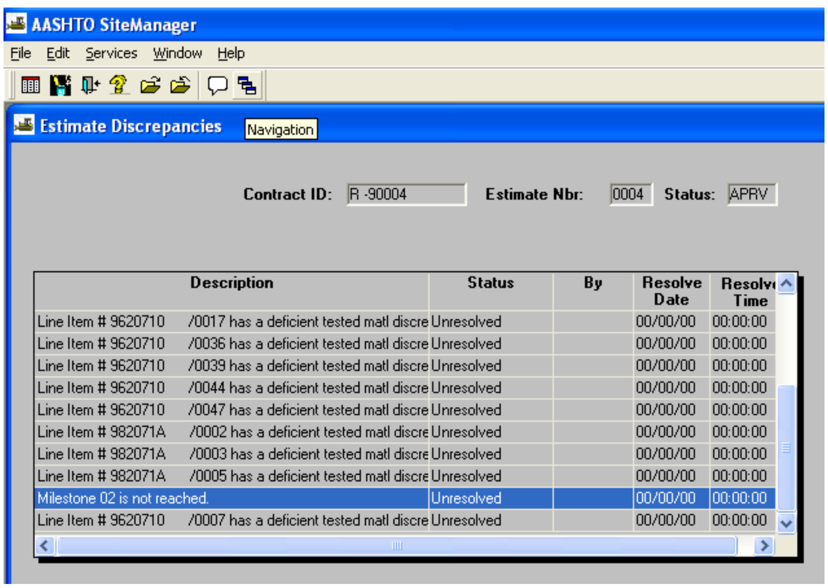
The Lower Panel contains columns for:

1. **Description:** a **Description** of the Discrepancy.
2. **Status: Status** of the **Discrepancy.** If it has been **Overridden** or is still **Valid.**
3. **By:** If the **Discrepancy** has been **overridde**n, who authorized the **Override.**
4. **Resolve Date**: The **Date** the **Discrepancy** was resolved.
5. **Resolve Time: Time** the **Discrepancy** was resolved.

To view previous estimate discrepancies, “click” the “**Open**”  button on the toolbar.

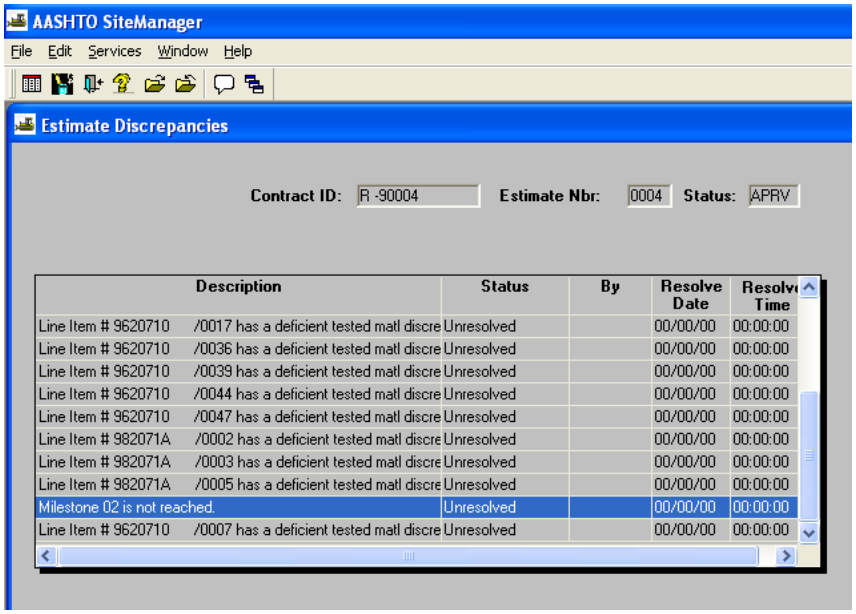


"Double-click" the appropriate **Estimate Number**.

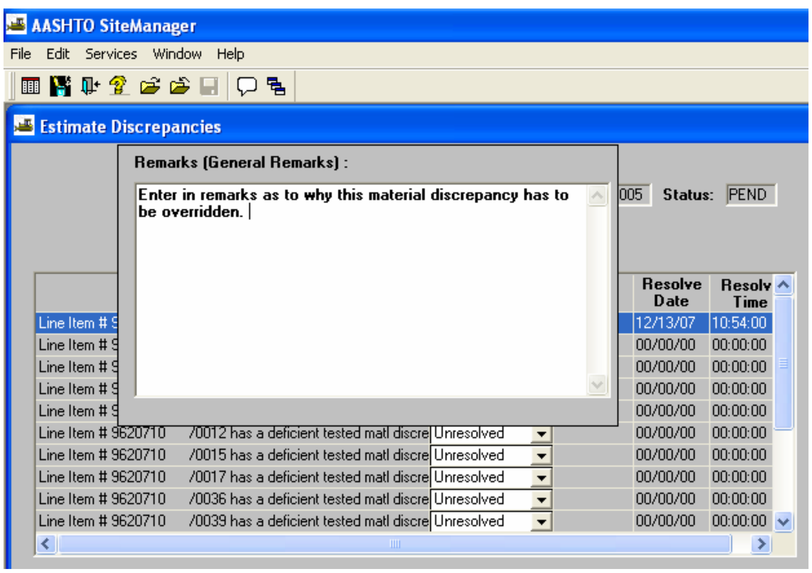


Viewing Discrepancies: In order to navigate to the correct window to view the discrepancy, "click" on the discrepancy to be viewed.

"Click" the **Navigation**  button.



Any override must be supplemented with a remark. Notice that the Remarks button has lines in it. This means that remarks have been made for the highlighted discrepancy.



After the **Override** option is chosen from the drop-down list, the **Remarks (General Remarks)** screen will open. This screen can also be seen by "clicking" on the **Remarks** button located on the toolbar.

"Click" the **Remarks** button to close the **Remarks** box.

"Click" the **Close** button located on the toolbar.

Viewing Estimate Discrepancies

Exercise D-3-2-T
Group Exercise

Log into SiteManager as d90bclip
Password pass

Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Discrepancy** icon
"Double-Click" on **Contract ID: R-90004**
"Double-Click" on **Estimate Number: 0004**
"Click" on appropriate **Estimate Discrepancies**
"Click" on **Navigations** button located on the Toolbar
View the discrepancies information on that page
"Click" on the **Close** button on the Toolbar (Returns to the **Estimate Discrepancies** page)
"Click" on the **Close** button on the Toolbar.

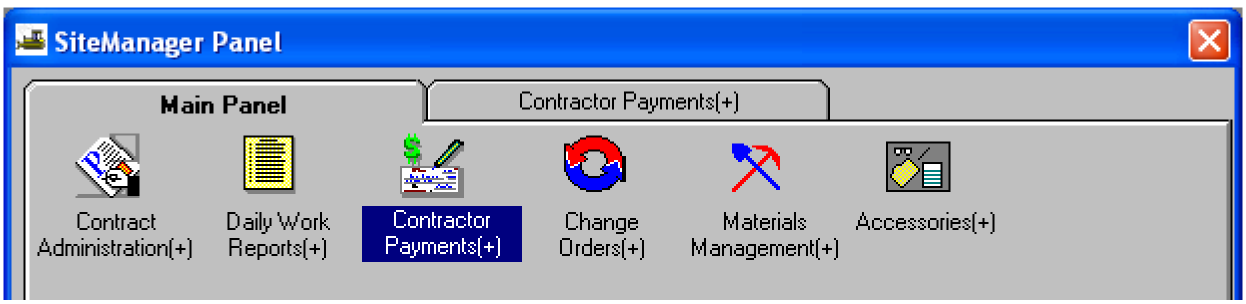
Resolving Estimate Discrepancies

This section will explain how to resolve discrepancies on an estimate.
There are four types of Discrepancies associated with an Estimate.

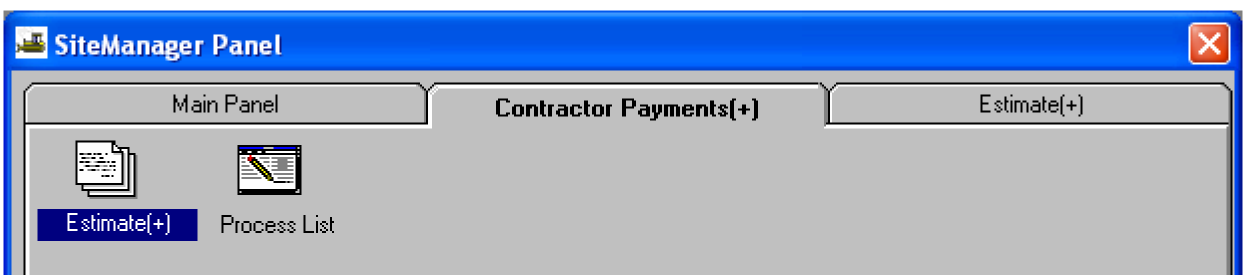
1. Material Test Discrepancy
2. Milestone Event Discrepancy
3. Checklist Event Discrepancy
4. Contract Completion Date Discrepancy

Before an estimate is approved, the user must either resolve the discrepancy and recalculate the estimate or override the discrepancy and add a remark in the remarks balloon explaining why the discrepancy is overridden.

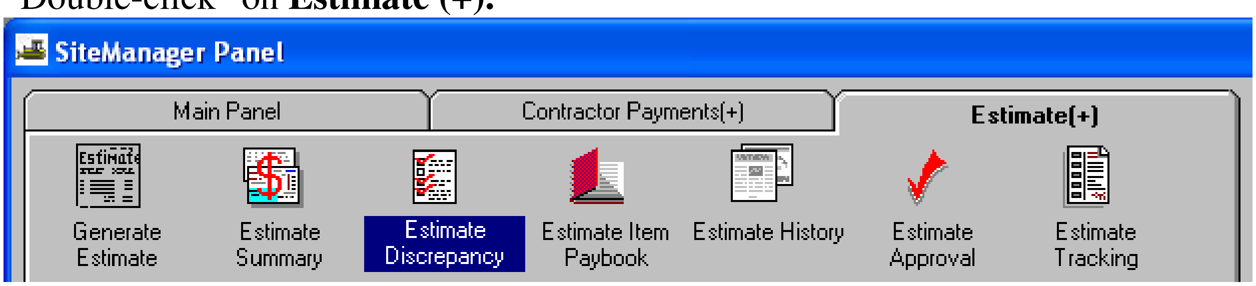
NOTE: All discrepancies must be resolved before the final estimate can be approved.



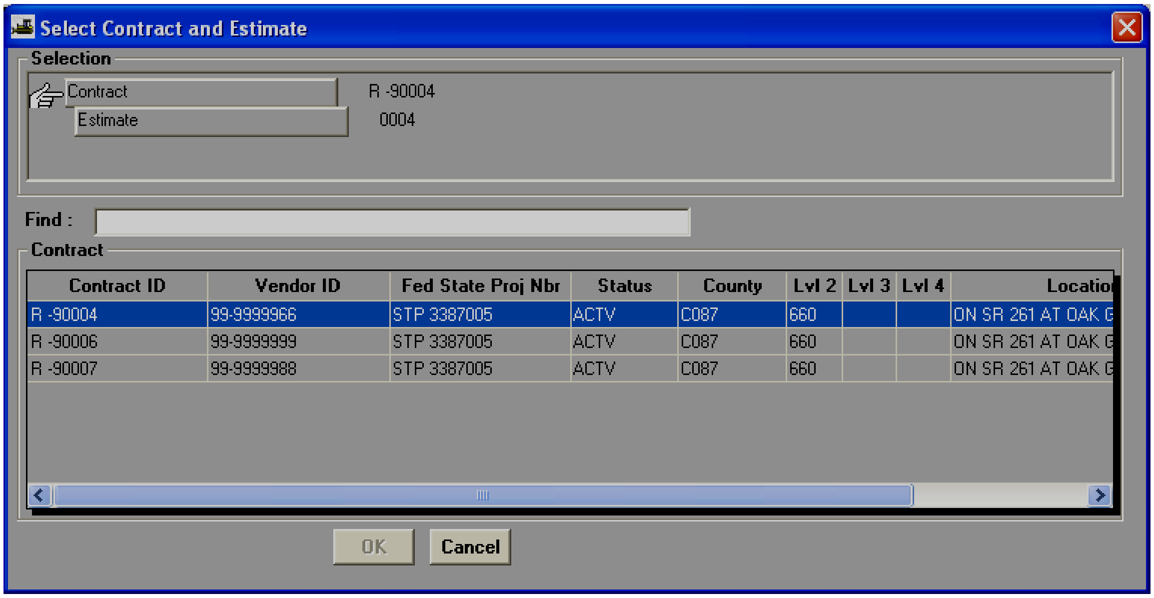
Double-click" on **Contractor Payments** located on the Main Panel.



"Double-click" on **Estimate (+).**

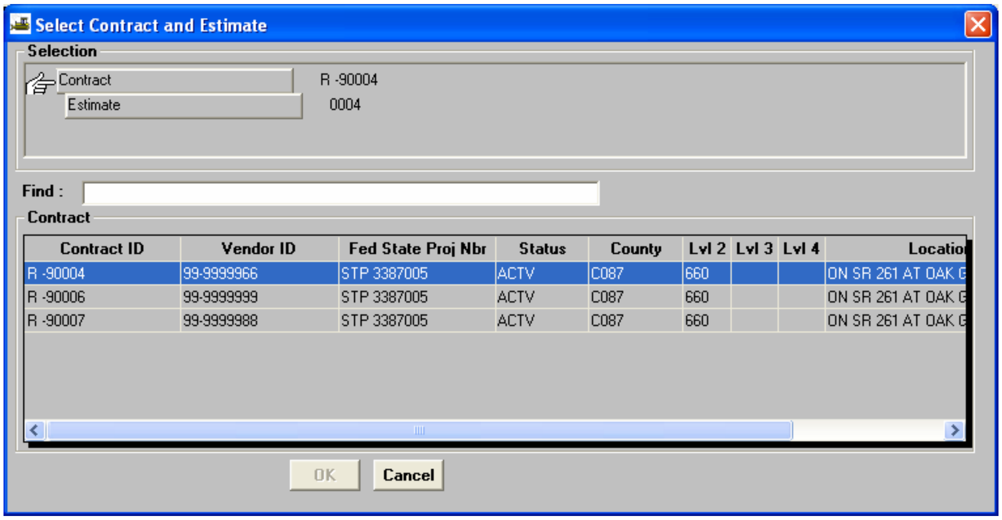


"Double-click" on **Estimate Discrepancy**.

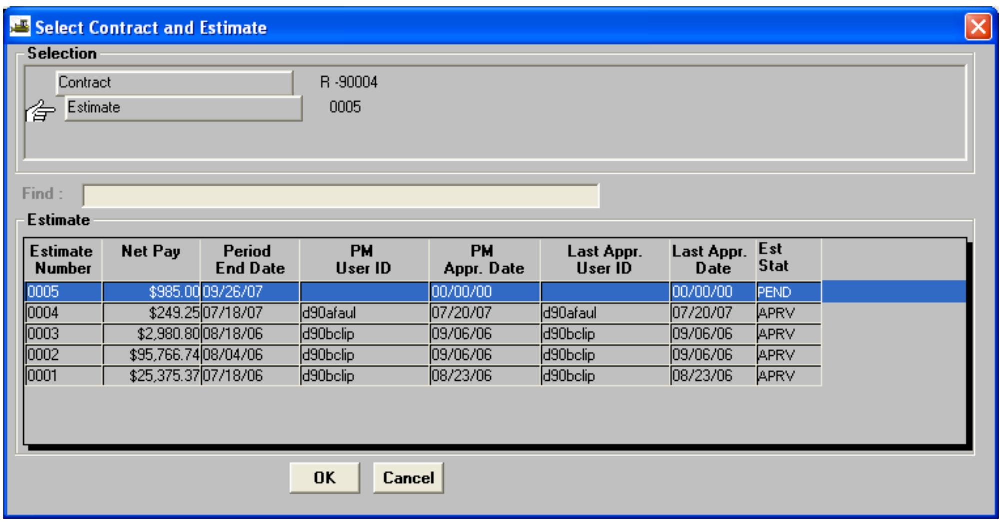


The Select Contract and Estimate window appears.
The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County**: the **County** column shows the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

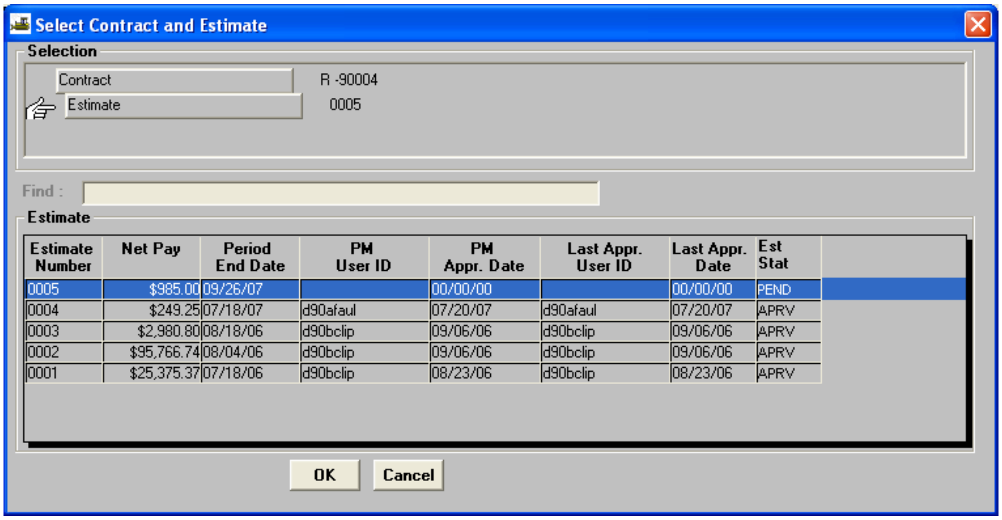


"Double-click" the appropriate **Contract ID**. If a contract is already open, then this step will be skipped.



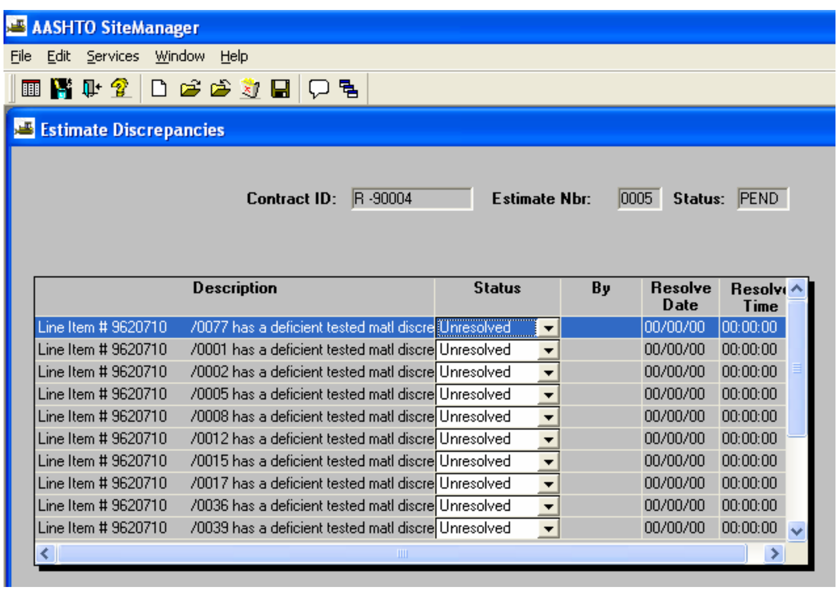
The **Select Estimate** screen appears containing to following information:
The Lower Panel contains the columns for:

- **Estimate Number:** the pay Estimate Number for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the PE/S generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last person approving the Pay Estimate for Payment.



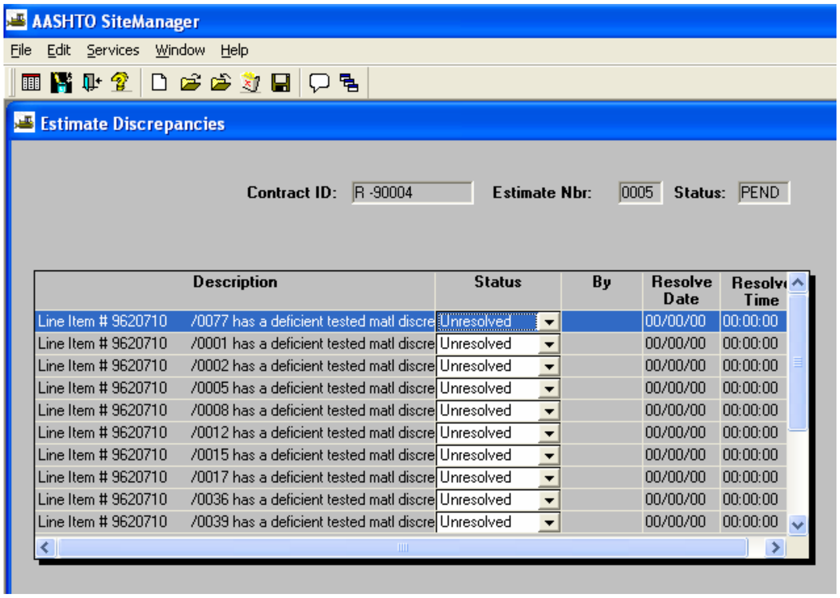
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved **(APRV)** or Pending **(PEND)**.

"Double-click" on the appropriate **Estimate Number**. If the estimate is already open, this step will be skipped.



The **Estimate Discrepancies** window opens containing the following information:

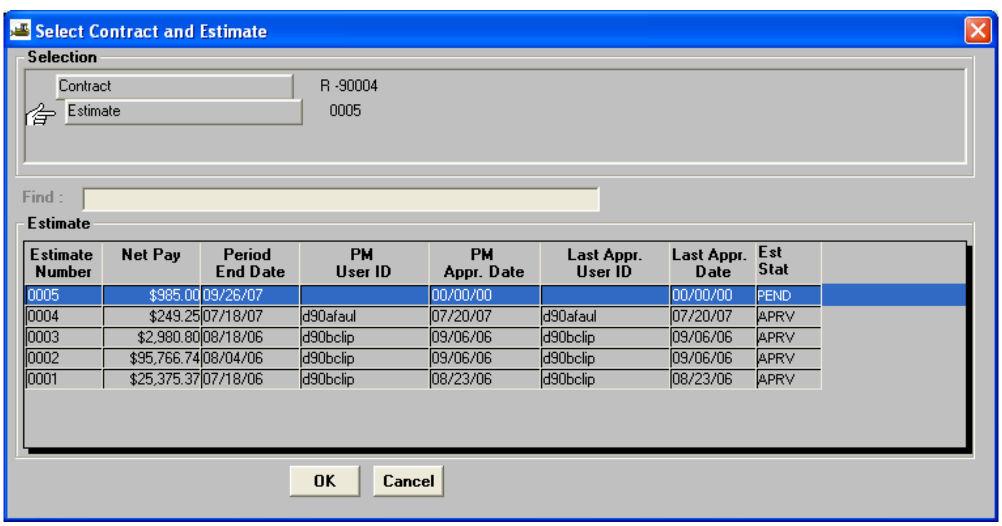
- **Contract ID:** the **Contract ID** is the identification number assigned to the contract
- **Estimate Nbr:** the **Estimate Nbr** indicates the pay estimate currently being displayed.
- **Status:** the **Status** field indicates if the pay estimate being displayed has been Approved.



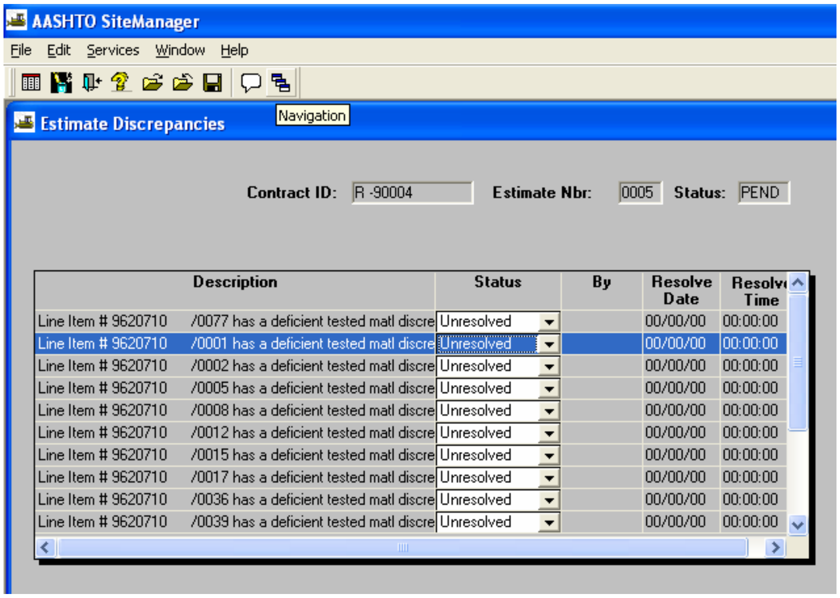
The Lower Panel contains columns for:

1. **Description:** a **Description** of the Discrepancy.
2. **Status: Status** of the **Discrepancy.** If it has been **Overridden** or is still **Valid.**
3. **By:** If the **Discrepancy** has been **overridden**, the SiteManager User ID of the user authorizing the override.
4. **Resolve Date**: The **Date** the **Discrepancy** was resolved.
5. **Resolve Time:** the **Time** the **Discrepancy** was resolved.

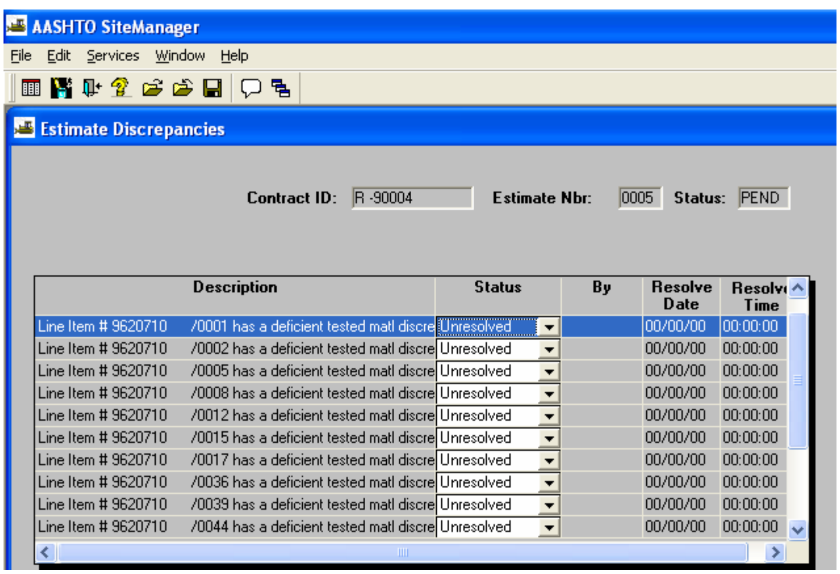
To view previous estimate discrepancies, "click" the **Folder Open** button located on the toolbar.



"Double-click" the appropriate **Estimate Number**.

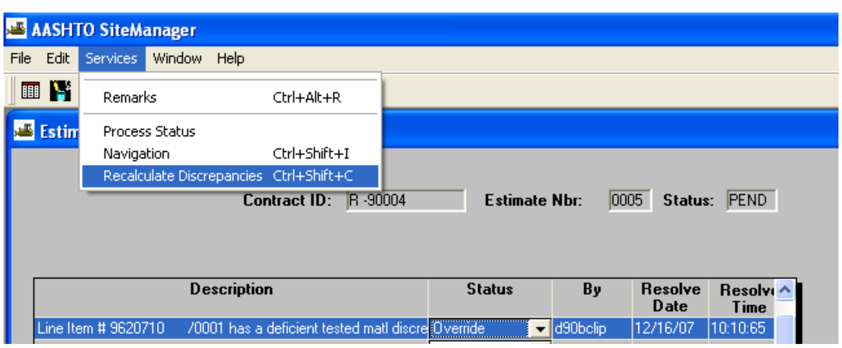


Resolving Discrepancies: In order to navigate to the correct window to resolve the discrepancy, "click" on the discrepancy to be resolved.
"Click" the **Navigation** button located on the toolbar.
This will navigate you to what needs to be done to correct the discrepancy.
Make the appropriate changes to resolve any discrepancies.

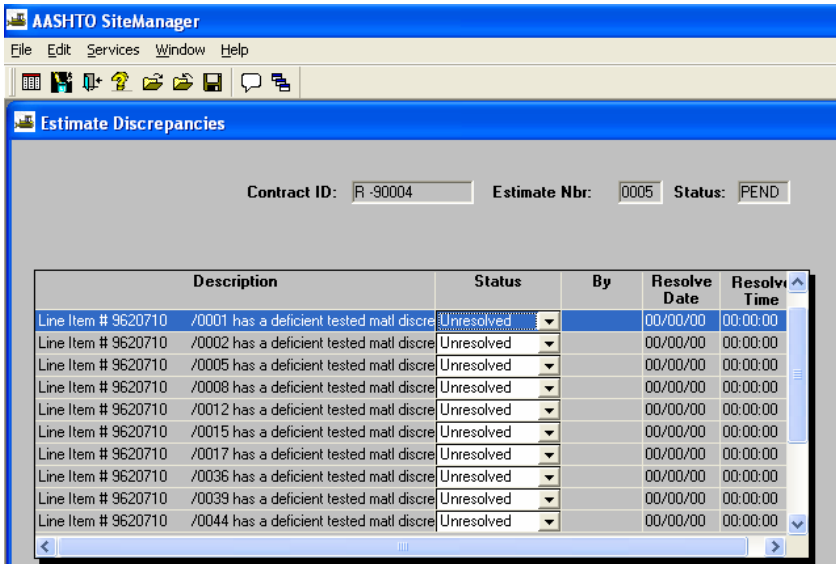


How to Correct Discrepancies;

Discrepancy	**Fix**
Contract Completion Date	Enter Contract Completion Date in the **Key Dates** window. If additional days are to be added to the contract, do so by creating a time extension change order. *Refer to E-3 "Change Order Time Adjustments"*
Key Dates and Critical Dates *Work Begins Date *Open To Traffic Date *Substantial Work Complete Date *Physical Work Complete Date *Accepted Date *End of Sod Maintenance *Suspension of Work *Ready for Final Payment	Enter appropriate date for the corresponding Key Date in the **Key Dates** window. *These dates are also Critical Dates. Notify "" through an Outlook email about the Critical Date and contract number. The discrepancy will exist until Central Office enters the date in the **Critical Dates** Window.
Deficient Tested Materials	Authorizing sample records that include the test methods needed to resolve the discrepancy.
Checklist Event Dates	Enter the appropriate Checklist Event Date in the **Checklist Event Dates** window.
Milestone Completion Dates	Enter the appropriate Milestone date in the **Milestones** window.

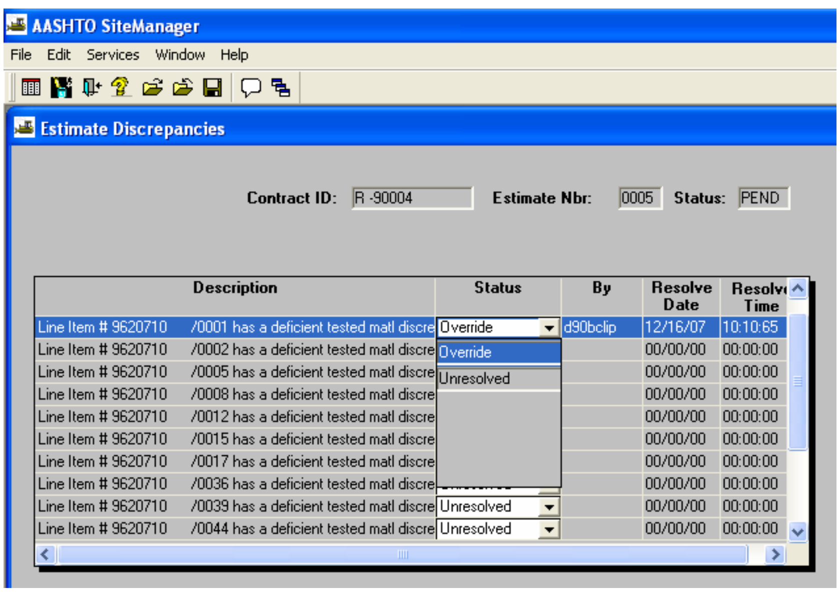


Recalculating Discrepancies: Discrepancies can be recalculated after they are resolved. From the **Estimate Discrepancies** screen, "click" **Services,** and then "click" **Recalculate Discrepancies**.

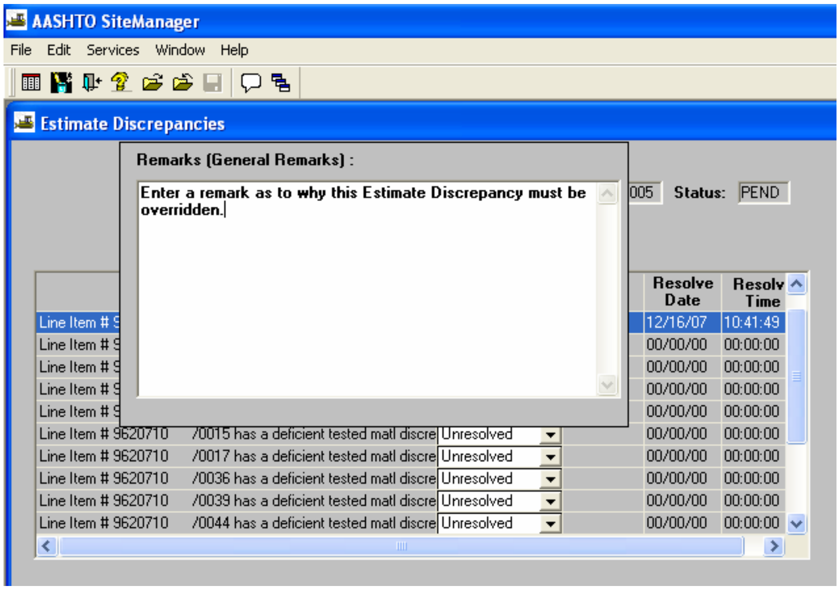


Overriding Discrepancies: To override a discrepancy, go to the **Estimate Discrepancy** window.

"Click" on the discrepancy **Description** to be overridden.



In the **Status** drop-down list, "click" the expand arrow to the right of the current selection and "click" the **Override** choice.



Any override must be supplemented with a remark. After the **Override** option is chosen from the drop-down list, the **Remarks (General Remarks)** screen will open.
This screen can also be seen by "clicking" on the **Remarks** button located on the toolbar.

"Enter" the explanation for the override in the **Remarks** box.

"Click" the **Remarks** button to close the **Remarks** box.

Notice that the Remarks button has lines in it. This means that remarks have been made for the highlighted discrepancy.

Continue these steps to override additional discrepancies, if appropriate.
When changes are complete "click" the **Save** button located on the toolbar.

This message will appear if remarks have not been associated to a discrepancy.

All discrepancies must either be resolved or overridden before approving an estimate.

"Click" the **Close** button located on the toolbar.

Resolving Estimate Discrepancies

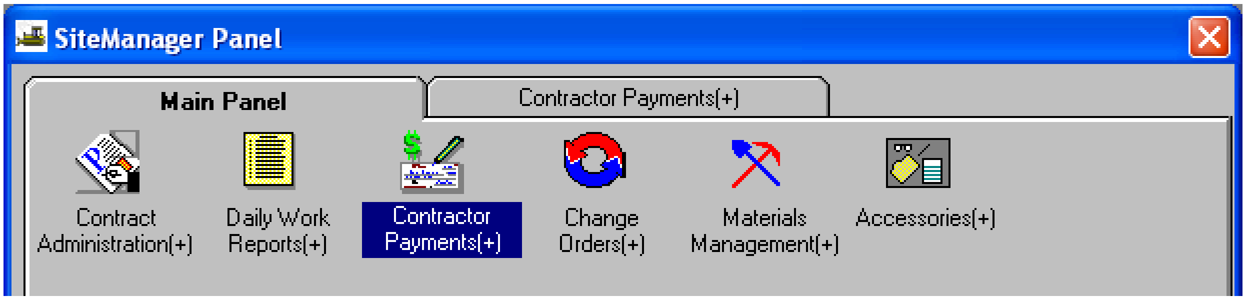
Exercise D-1-3-T
Group Exercise

Log into SiteManager as d90bclip
Password pass

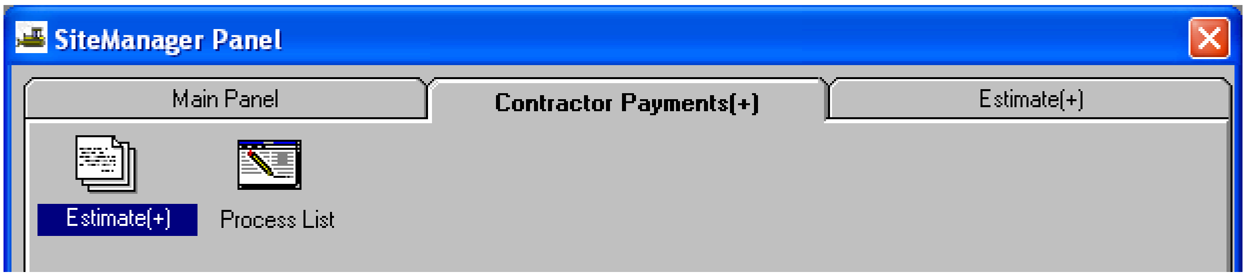
Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Discrepancy** icon
"Double-Click" on appropriate **Contract ID = R90004**
"Double-Click" on appropriate **Estimate Number = 0004**
"Click" on appropriate Estimate Discrepancies **Description**
"Click" on the **Navigation** button located on the toolbar
Resolve discrepancy
"Click" on **Services** located on the toolbar
"Click" on **Recalculate Discrepancies**
"Click" on **Save** located on the toolbar
"Click" on **Close** located on the toolbar.

Checking the Status of an Estimate (History)

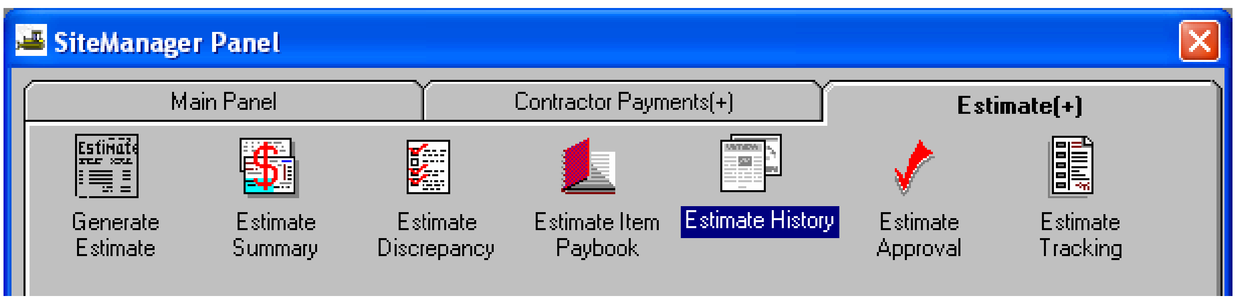
This section will explain how to check the status of an estimate after it has been generated, approved or rejected.



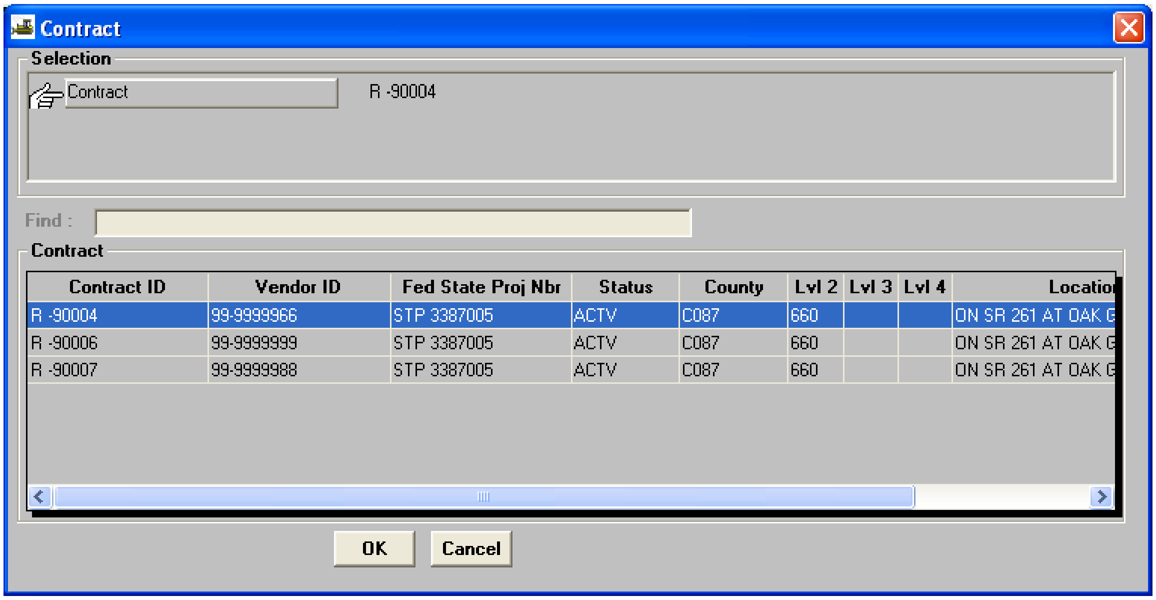
"Double-click" on **Contractor Payments (+)** from the Main Panel.



"Double-click" on **Estimate (+)**.



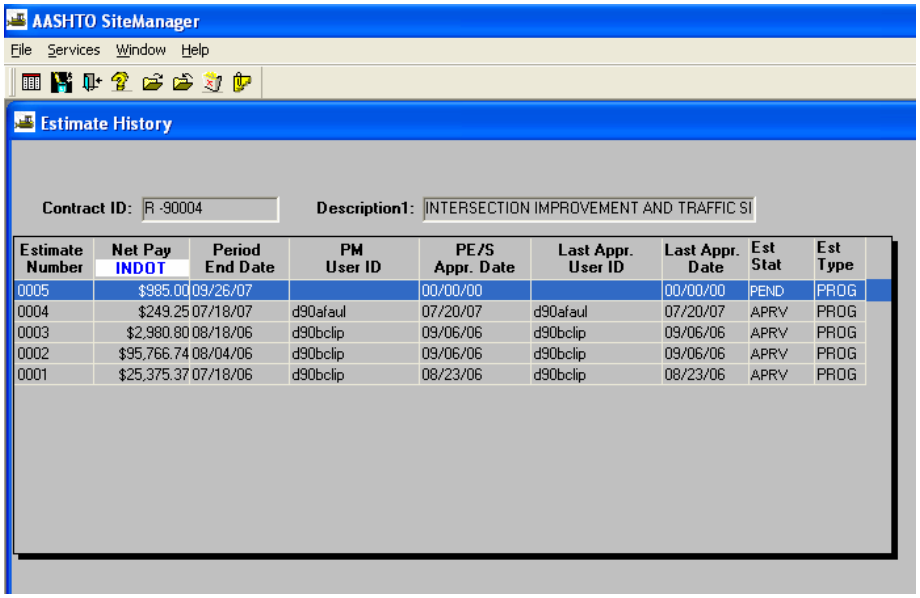
"Double-click" on **Estimate History**.



The **Contract Selection Panel** will appear with the following information:
The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

"Double-click" on the appropriate **Contract ID**. If the contract is already open, this step will be skipped.



Information about the estimate can be viewed.
Columns shown are:

- **Estimate Number:** the **Estimate Number** is the sequential Pay Estimate Number for the data shown. The starting estimate is on the first row.
- **Net Pay:** the **Net Pay** is the amount paid to the contractor for the estimate.
- **Period End Date:** the **Period End Date** is the end date for the estimate period.
- **PM User ID:** the **PM User ID** is the SiteManger ID for the person approving the pay estimate.
- **PM Appr. Date:** the **PM Appr. D**ate is the date the PE/S approved the pay estimate for payment.
- **Last Appr. Date:** the **Last Appr. Date** is the date final approval is given to make the payment to the contractor.
- **Est Stat:** the **Est Stat** is the Estimate Status Type as defined by the list given below.

INAP	Initial Apprl(s) Given (Need Pymt Apprl)
INVD	Invalid (DWR unavailable)
APRV	Payment Approval Given
PEND	Pending Approvals (estimate is generated, awaiting approvals)
MINM	Estimate Approved, Payment is below Minimum
RJCT	Rejected

- **Est Type:** the Est Type is the Estimate Type as defined by the list given below.

FINL	Final Estimate
PROG	Progress Estimate
SUPL	Supplemental Estimate

“Click” on the **Close**  button on the toolbar to exit.

History - Checking the Status of an Estimate

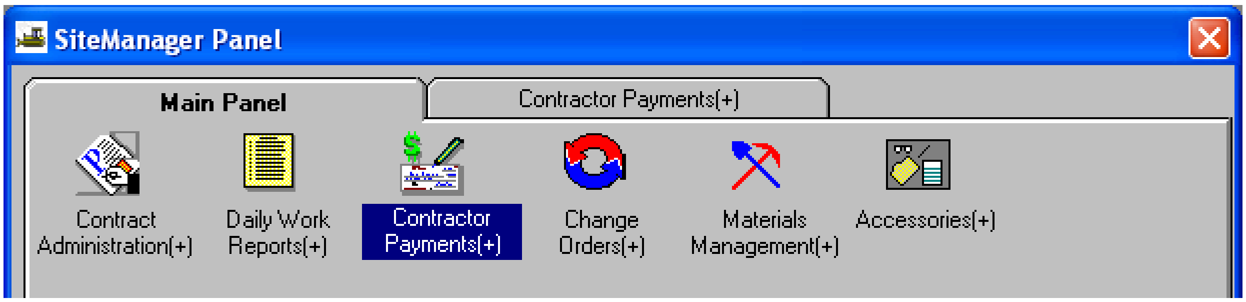
Exercise D-1-6-1-T Group Exercise

Log into SiteManager as d90afaul
Password pass

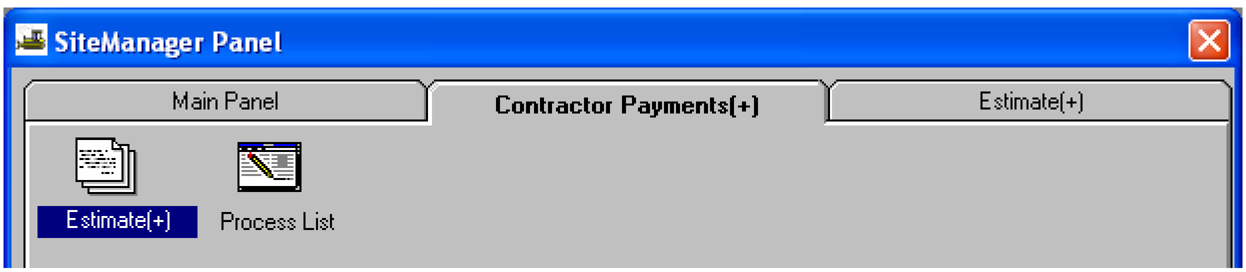
Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Extimate (+)** icon
"Double-Click" on **Estimate History** icon
"Double-Click" on **Contract ID: R-90004**
Information about the Contract Estimates can be viewed
"Click" on the **Close** button located on the Toolbar.

Estimate Item Detail

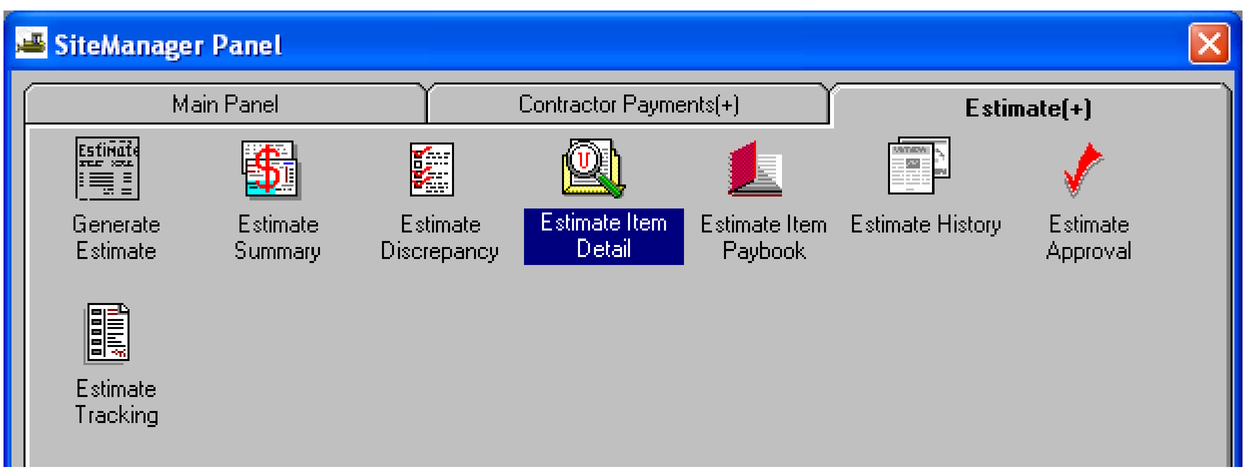
This section will explain how to review the current generated estimate. The **Estimate Item Detail** window displays the item quantities from authorized **Daily Work Reports**.



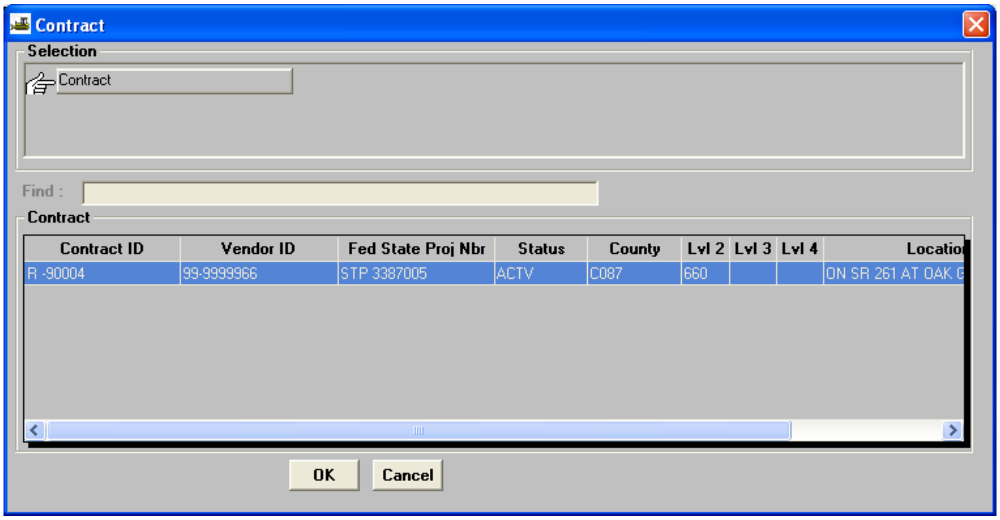
"Double-click" on **Contractor's Payments (+)** located on the **Main Panel.**



"Double-click" on **Estimates.**



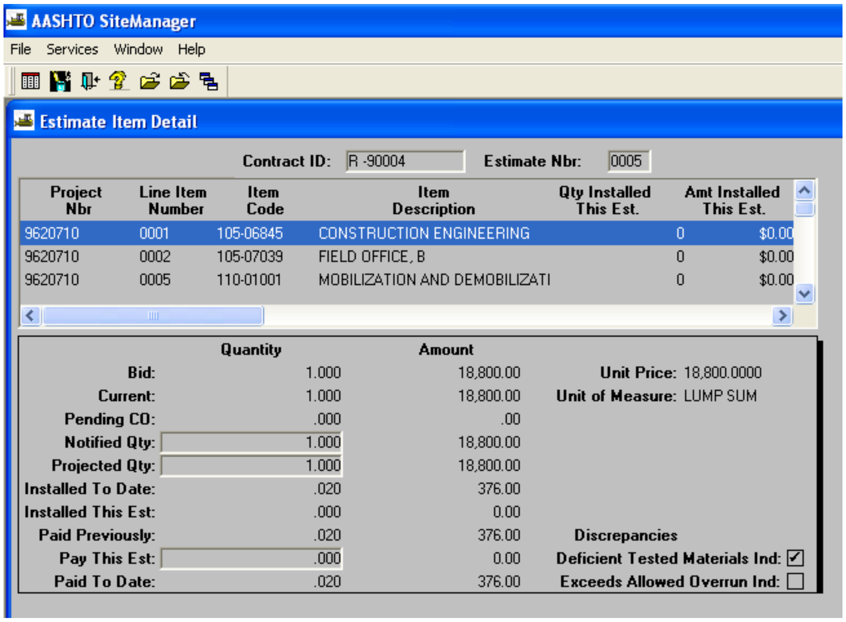
"Double-click" on **Estimate Item Detail**.



The **Contract Selection Panel** will appear with the following information:
The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the **County** where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

“Double-click” on the appropriate **Contract ID**.
If the contract is already open, this step will be skipped.

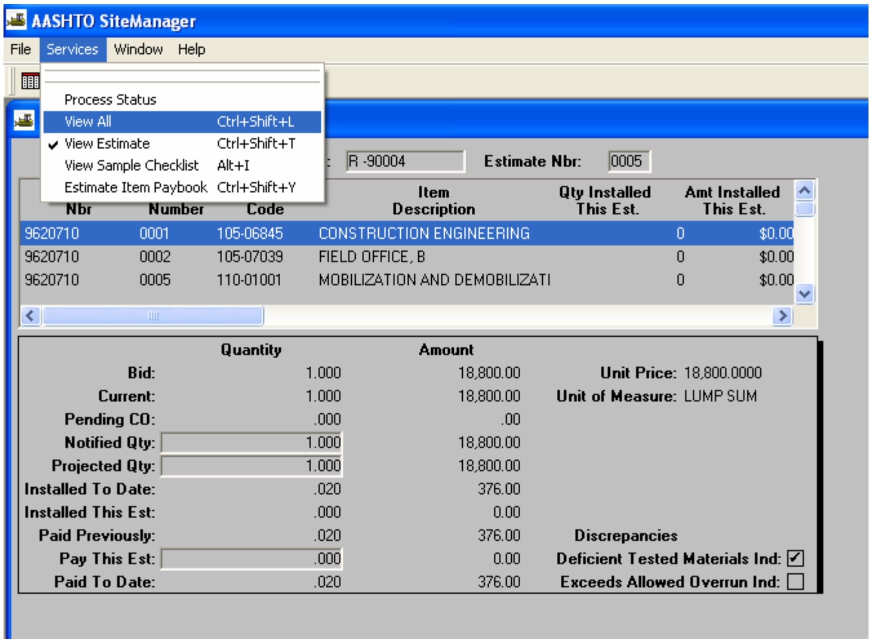


The Top Panel shows all the items on the selected generated **Estimate**. To view all of the items scroll down.

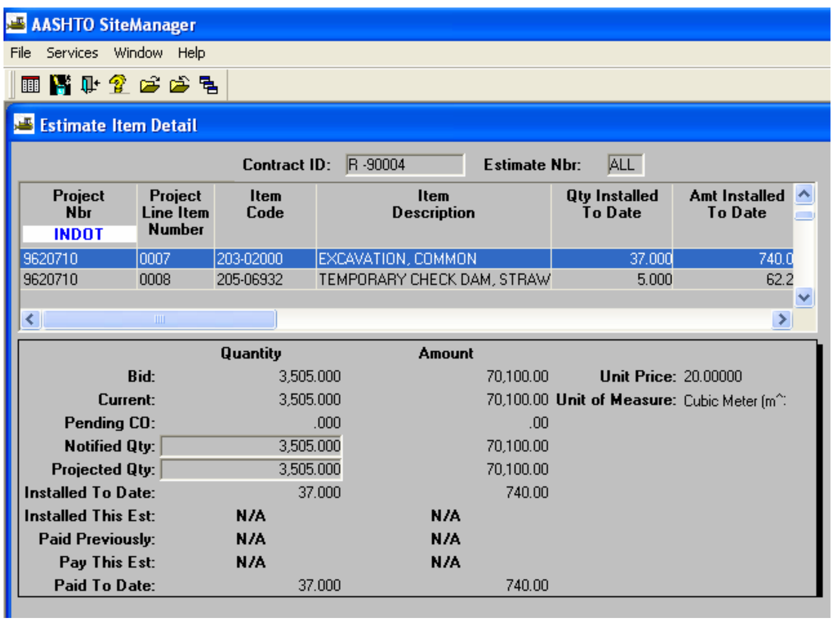
The Top Panel contains the following columns:

- **Project Nbr:** the **Project Nbr** is the identifier unique to the project.
- **Line Item Number:** the **Line Item Number** is the number from the contract that identifies this work item bid proposal.
- **Item Code:** the **Item Code** is the INDOT defined code that describes the work item.
- **Item Description:** the **Item Description** is the Title of the Item.
- **Qty Installed to Date:** the **Qty Installed to Date** is the sum of all quantities for this item authorized for payment as of the end date for Estimate or Estimates shown.
- **Amt Installed to Date:** the **Amt Installed to Date** is the dollar value of **Qty Installed to Date.**
- **Qty Reported to Date:** the **Qty Reported to Date** is the sum of all quantities for an item reported on all **DWR's** up to the end date of the estimate shown.
- **Qty Authorized to Date:** the **Qty Authorized to Date** is the sum of all approved quantities, as reported on approved **DWR's**, for an item up including those approved after the end date of the estimate shown.
- **Supplemental Description 1:** Not utilized by INDOT.
- **Supplemental Description 2:** Not utilized by INDOT.

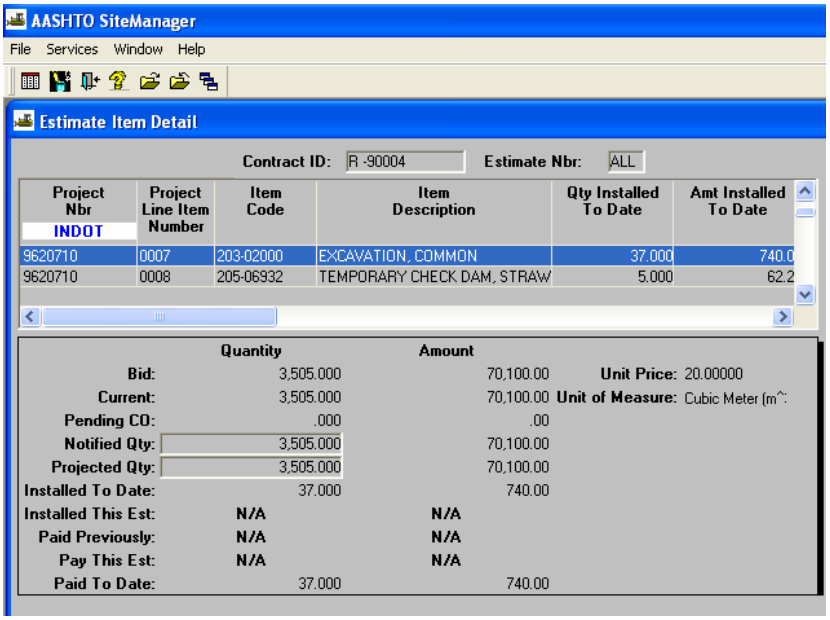
"Click" on **Item Description** in the top panel to view the details for that **Item** in the Bottom Panel.



To view all contract items “click” on **Services**, then “click” on **View All**.



All the items on the contract appear in the top panel. “Scroll” down to view additional items.

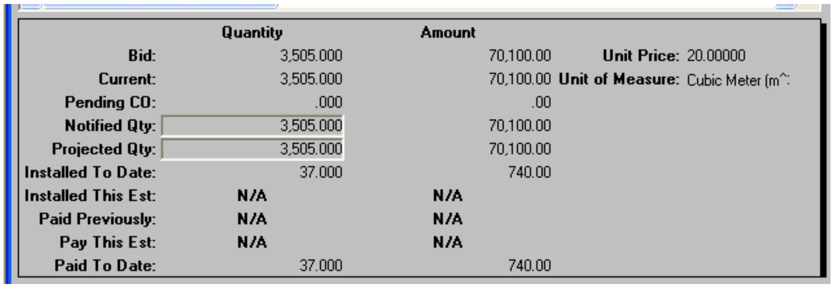


The detailed information for individual items appears in the bottom panel.
Information provided in the bottom panel includes:
Columns for:

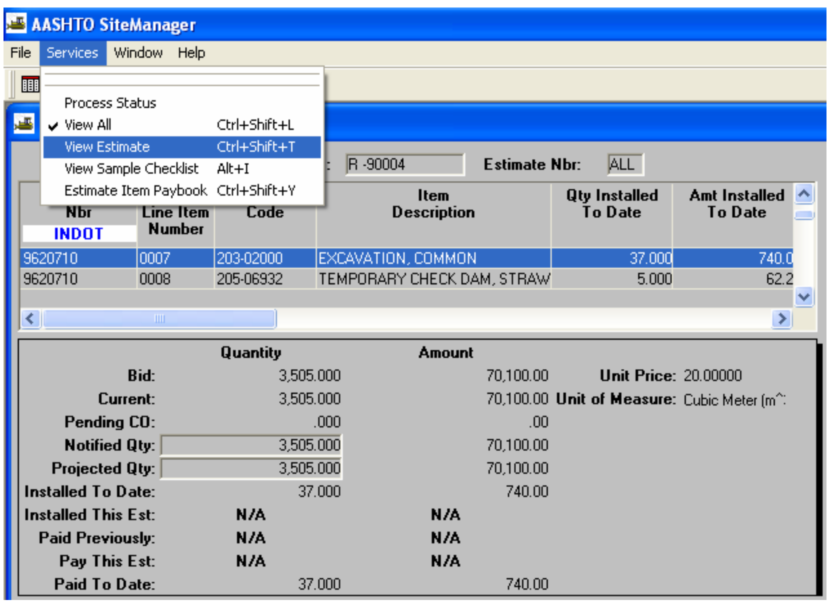
- **Quantity:** the **Quantity** column presents data on units of work or an item as defined by the **Unit of Measure**.
- **Amount:** the **Amount** column presents data on the dollar value of the units of work as defined by the **Unit Price**.

Lines are given for the following data:

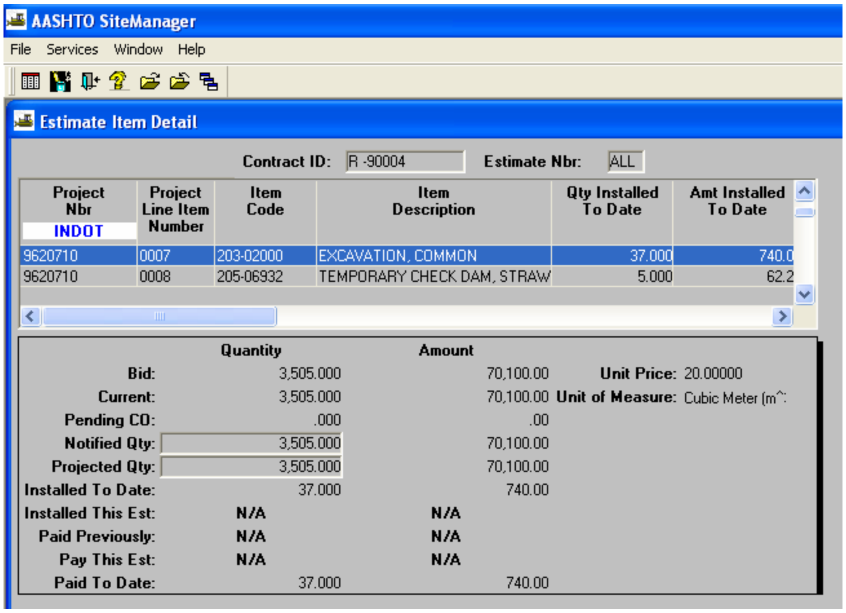
- **Bid:** the **Bid** fields present the original (as bid) quantities and amount for the item.
- **Current:** the **Current** fields present the quantity and amount for an item as modified by approved Change Orders.
- **Pending CO:** the **Pending CO** field presents quantities and amounts for the item from unapproved change orders.
- **Notified Qty:** the **Notified Qty** is the point when if the Installed Quantity is equal to or Greater than, then the Project Manager will be notified.
- **Projected Qty:** the **Projected Qty** is the sum of the original bid quantity plus approved change order quantities plus pending change order quantities for a line item.
- **Installed to Date:** the **Installed To Date** fields is the sum of all quantities recorded on **DWR's** that are authorized on **Diaries** that have not been on a previous estimate and are posted on or before the current estimate date for a line item.
- **Installed this Est.:** the **Installed this Est.** field is the installed quantity of an item able to be paid on the current open estimate.



- **Paid Previously:** the **Paid Previously** field shows the sum of the quantities and amounts for an item paid on all previous estimates.
- **Pay this Est:** the **Pay this Est.** fields is the sum of all quantities recorded on **DWR's** that are authorized on **Diaries** that have not been on a previous estimate and are posted on or before the current estimate date for a line item.
- **Paid to Date:** the **Paid to Date** fields present the quantity and amount paid to date.



"Click" on **Services**, then "click" on **View Estimate** to return to the generated estimate information.



Individual items on estimates that have been generated, but not approved, can be reviewed in this window.

The top panel requires the user to scroll to view all items and details of these

"Click" on the **Close**  button located on the toolbar.

Estimate Item Detail

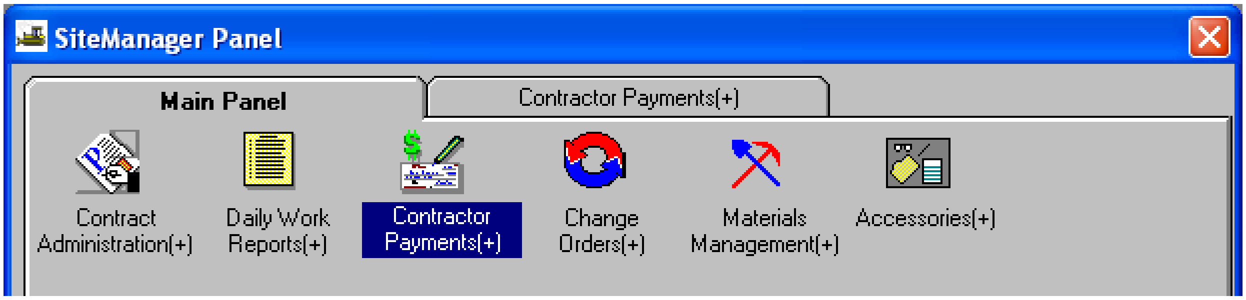
Exercise D-1-4-T Group Exercise

Log into SiteManager as d90bclip
Password pass

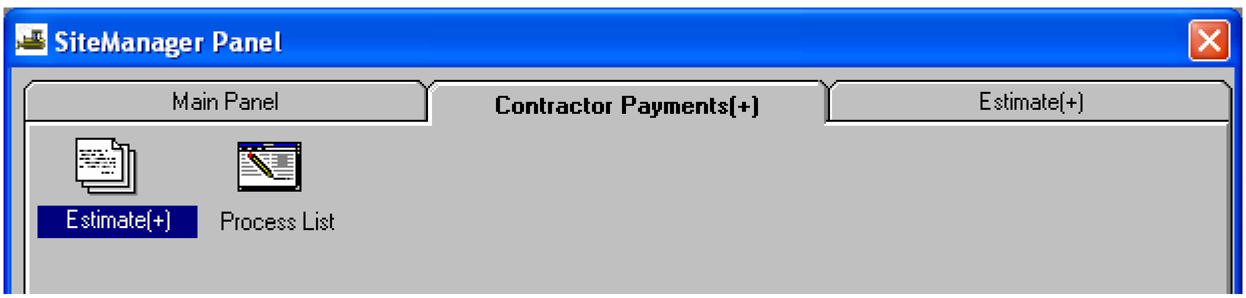
Navigate from **Main Panel**:
"Double-Click" on **Contractor Payment (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Item Detail** icon
"Double-Click" on **Contract ID: R-90004**
"Click" on **Item Description: Excavation, Common**
To view all Estimates:
"Click" on **Services** located on the Toolbar
"Click" on **View All**
Review all items associated to the Contract
"Click" on **Close** located on the Toolbar.

ESTIMATE ITEM PAYBOOK

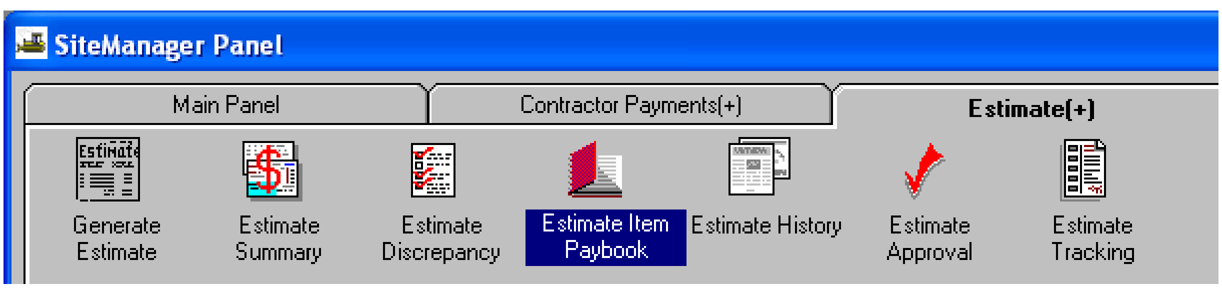
This Estimate Item Paybook is a view only window showing the payment history for a Contract Item. The Estimate Item Paybook window displays the item quantities from authorized Daily Work Reports.



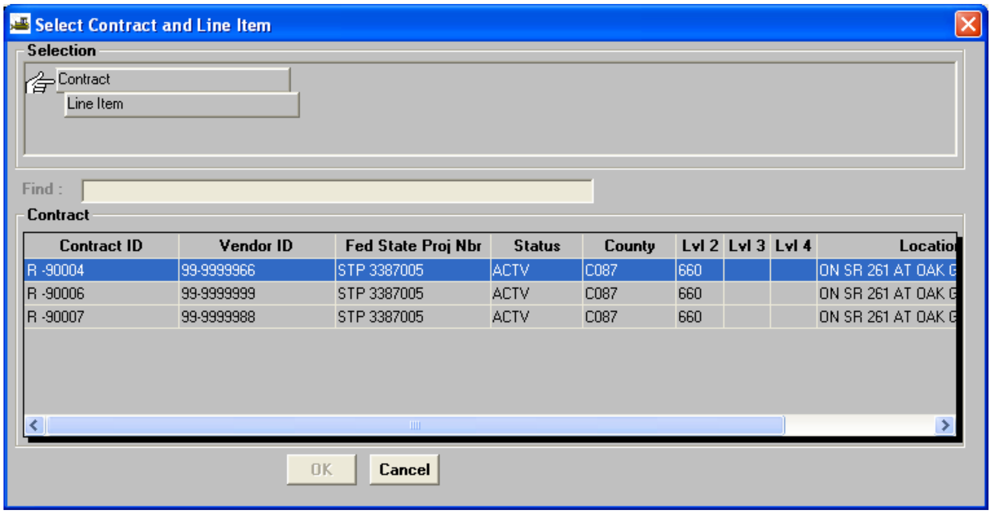
To view this window, "double-click" on **Contractor's Payments (+)** located on the Main Panel.



"Double-click" on **Estimate (+).**



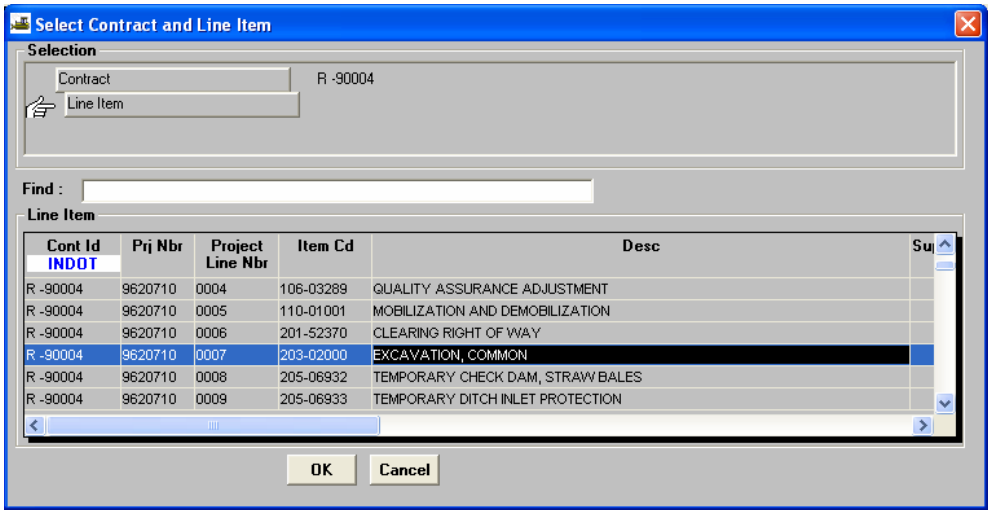
"Double-Click" on the **Estimate Item Paybook** icon.



The **Contract Selection Panel** will appear with the following information:
The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of actual limits of the contract.

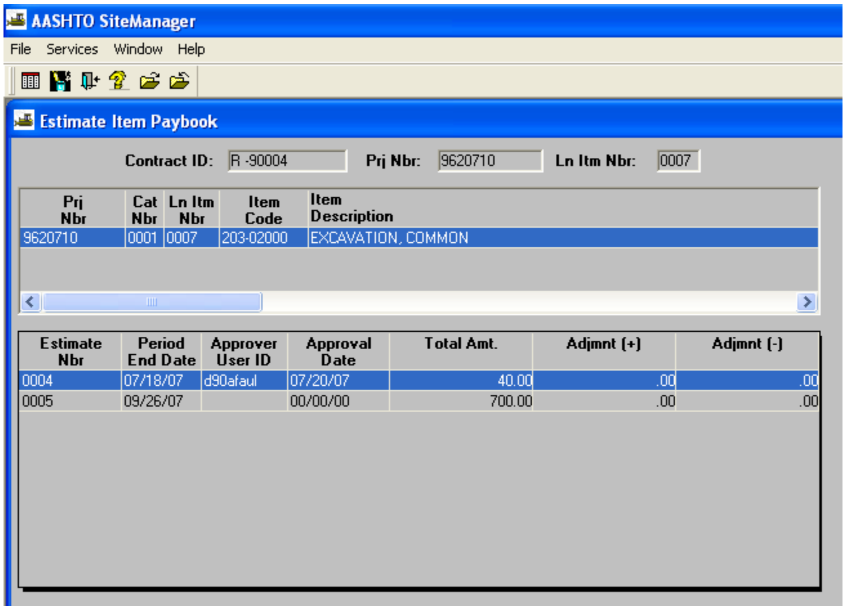
"Double-Click" on the appropriate **Contract ID**, if not previously selected.



The **Select Line Item** window appears.
In the Bottom Panel are columns for:

- **Cont ID:** the **Cont ID** column is **Contract ID** for each line.
- **Prj Nbr:** the **Proj Nbr** is the Project Number of the line item
- **Ln Itm Nbr:** the **Ln Itm Nbr** is the **Line Item Number**.
- **Item Cd:** the **Item Cd** is the Item Code for the work activity under this item.
- **Desc:** the **Desc** is the **Description** or Title of the Item**.**
- **Supplemental Description 1:** for items added by Change Order this will provide additional description of the item.
- **Supplemental Description 2:** for items added by Change Order this will provide additional description of the item.
-

“Double-click” the appropriate **Prj. Nbr** with the associated **Ln Itm Nbr.**



NOTE: The Item payment history displays in chronological order meaning the oldest Estimate Item displays on the first row. Thus, it is possible that the last row has yet to be paid.
Also, contract items that have not been on an estimate will not appear in the Paybook.

The Lower Panel has the following columns:

- **Estimate Nbr:** the **Estimate Nbr** is the sequential Project Pay Estimate for the data presented
- **Period End Date:** the **Period End Date** is the closing date for the **Estimate Nbr** given above.
- **Approver User ID:** the **Approver User ID** is the SiteManager **User ID** of the PE/S approving the estimate.
- **Approval Date:** the **Approval Date** is the date the pay estimate was approved by the PE/S.
- **Total Amt.:** the **Total Amt.** is the amount paid for the Line Item on the Pay Estimate.
- **Adjmnt (+):** the **Adjmnt (+)** is the sum of all positive adjustments to line item on the pay estimate.
- **Adjmnt (-):** the **Adjmnt (-)** is the sum of all negative adjustments to line item on the pay estimate.

"Click" the **Open** button on the toolbar to select another item.

Repeat this process until appropriate items have been viewed.

"Click" the close button located on the toolbar.

Estimate Item Paybook

Exercise D-5-T Group Exercise

Log into SiteManager as <u>d90bclip</u>
Password <u>pass</u>

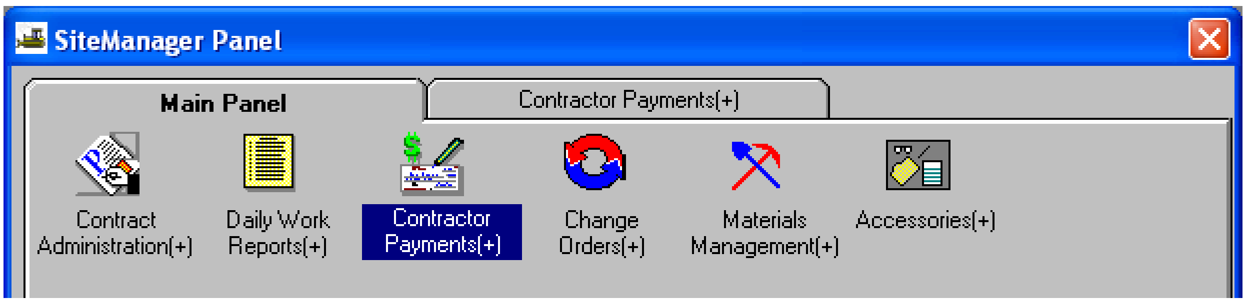
Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Item Paybook** icon
"Double-Click" on **Contract ID: R-90004**
"Double-Click" on **Prj Nbr:9620710** with the associated **Ln Itm Nbr:0036**
View the information for **Ln Itm Nbr: 0036 Safety Metal End Section, 6:1, 375mm**
"Click" the **Open** button located on the Toolbar
"Double-Click" on **Prj Nbr: 9620710** with the associated **Ln Itm Nbr: 0007**
View the information for **Ln Itm Nbr: 0007 Excavation, Common**
"Click" on the **Close** button located on the Toolbar.

Deleting an Estimate

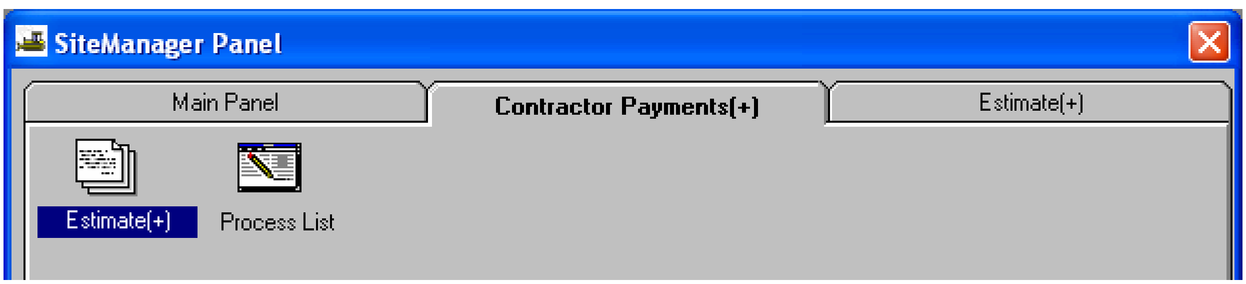
This section will explain how to delete an estimate after it has been generated and before it is approved.

A pending estimate can be deleted, prior to any approval process, in two ways.

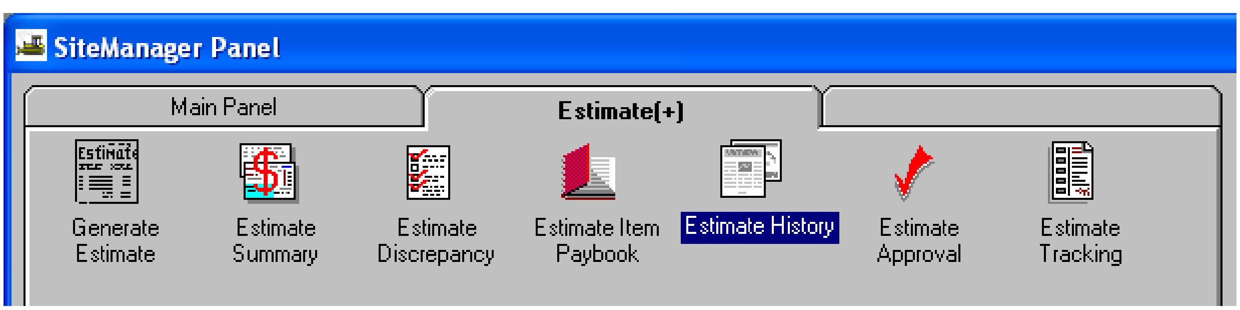
- Generating a new estimate that includes the same time period as the pending estimate. The user will then confirm the desire to delete the pending estimate. Deleting the estimate from the **Estimate History** screen.



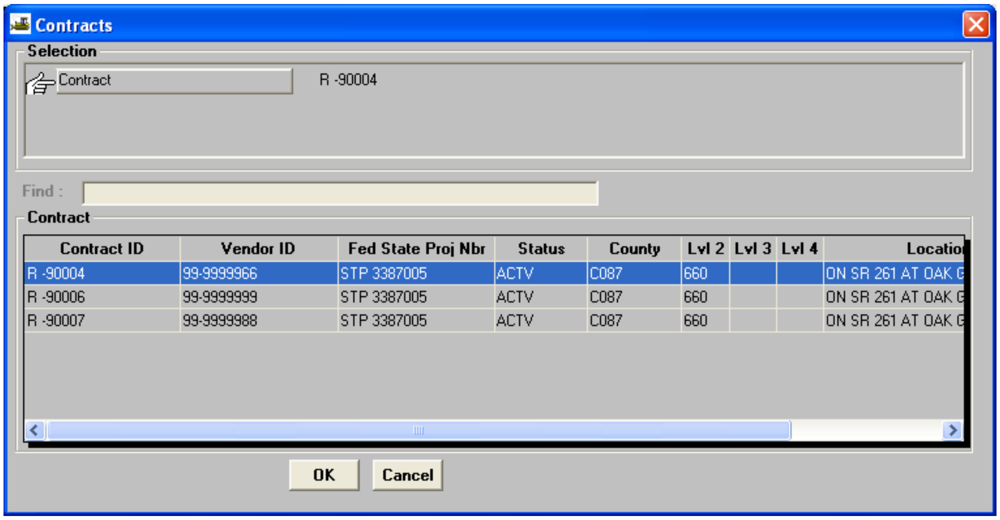
"Double-click" on **Contractor's Payments (+)** located on the **Main Panel**.



"Double-click" on **Estimates (+).**



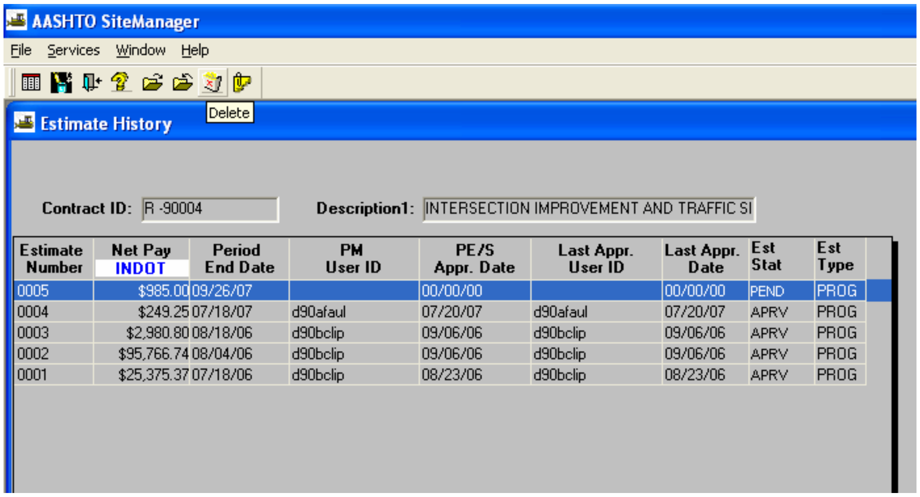
"Double-click" on **Estimate History**.



The **Contract Selection Panel** will open with the following information:
The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

"Double-click" on the appropriate **Contract ID**. If the contract is already open, this step will be skipped.



NOTE: Do NOT delete this estimate in the training database. It will be used in the approving an estimate exercise.

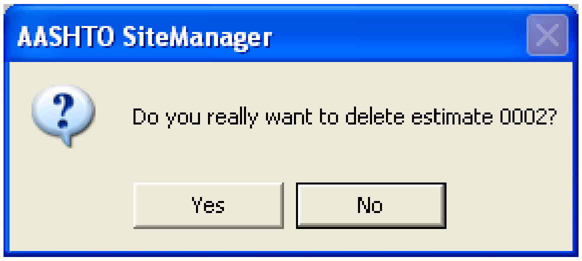
The **Select Estimate** screen appears containing to following information:
In the Upper Panel;

- **Contract:** the **Contract ID** number for the data being displayed
- **Description 1**: The **Description 1** is the title or name of the contract

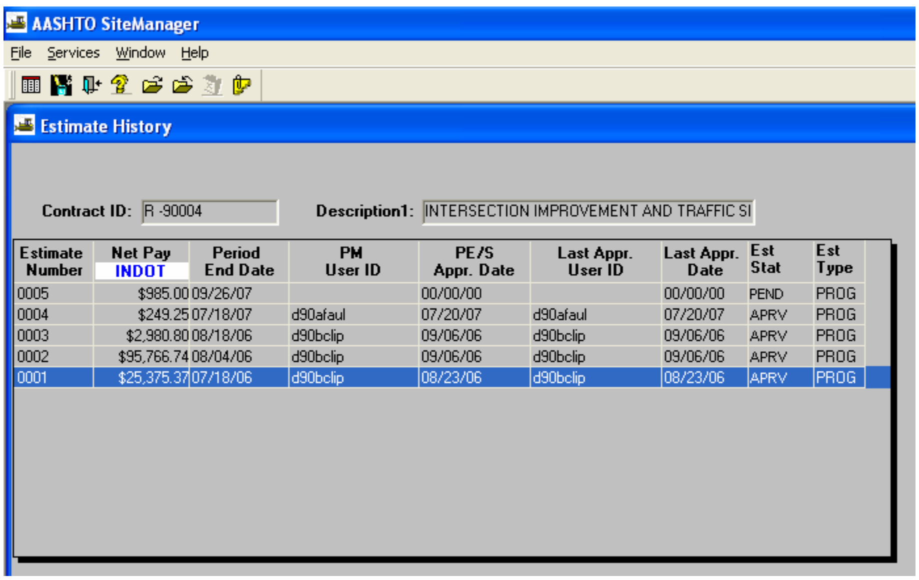
The Lower Panel contains the columns for:

- **Estimate Number:** the pay Estimate Number for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the person generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last person approving the pay estimate for payment. Usually applies only to the **Final Pay Estimates.**
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate. Usually applies only to **Final Pay Estimates.**
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved **(APRV)**, Pending **(PEND)** or Below Minimum **(MINM)**.

"Click" on the appropriate **Estimate Number**, then "click" on the **Delete**  button located on the toolbar.



"Click" **Yes,** if appropriate. After the estimate is deleted, the Contract will revert to the status before the deleted estimate was generated.



NOTE: An approved estimate or an estimate that has been approved once and is awaiting additional approval (Final) cannot be deleted.

"Click" on the **Close** button on the Toolbar to exit **Estimate History**.

Deleting an Estimate

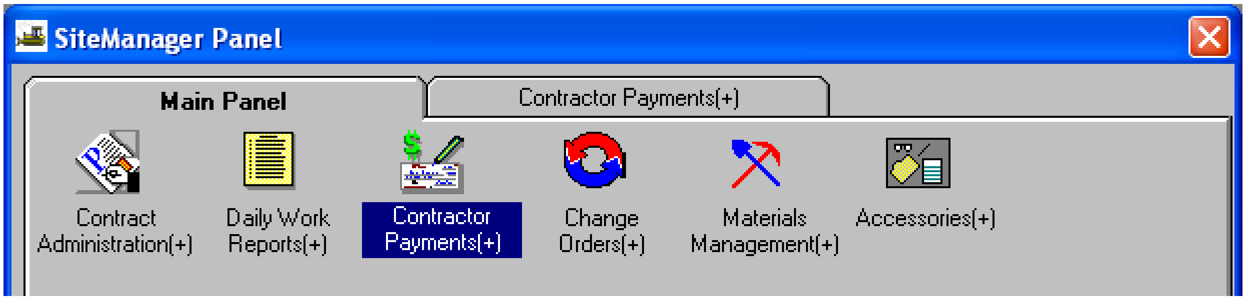
Exercise D-1-6-1-T
Group Exercise

Log into SiteManager as d90bclip
Password pass

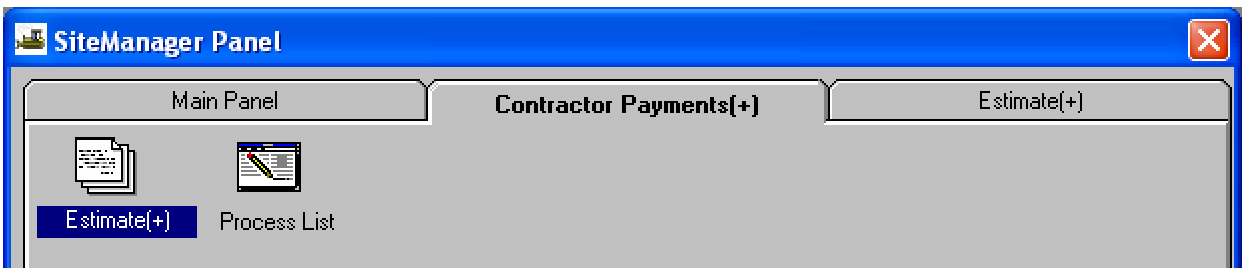
Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimates (+)** icon
"Double-Click" on **Estimate History** icon
"Double-Click" on appropriate **Contract ID** R90004
"Click" on **Estimate Number** 0004
"Click" on **Delete** located on the Toolbar
"**Do you really want to delete estimate 0003**? "Click" Yes
"Click" on **Close** located on the Toolbar.

Approving an Estimate

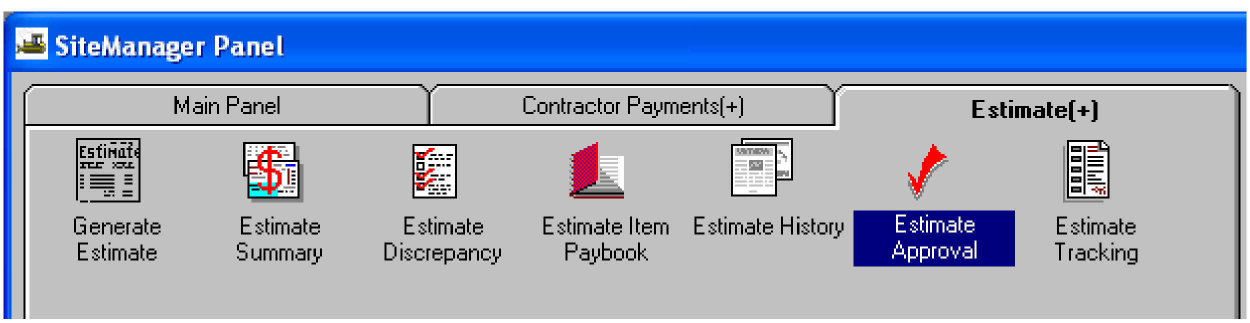
This section will explain how to approve an estimate.
After the contractor's signs the estimate, the PM approves the estimate.



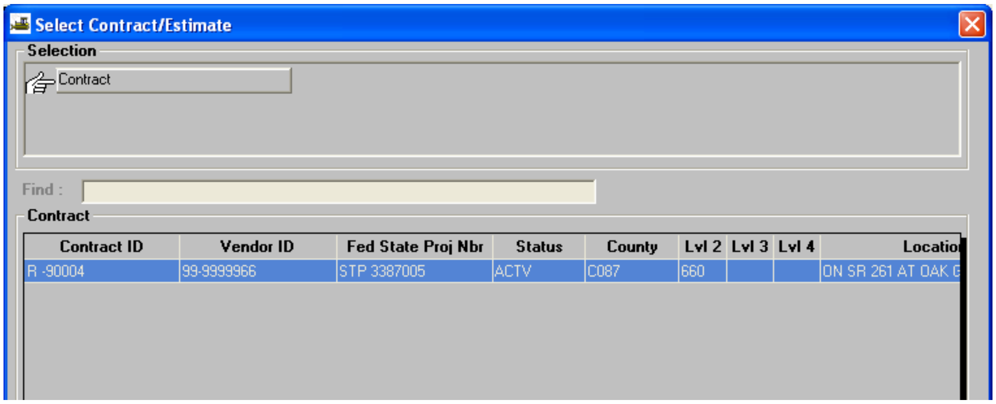
"Double-click" on **Contractor Payments (+)** located on the **Main Panel**.



"Double-click" on **Estimate (+)**.



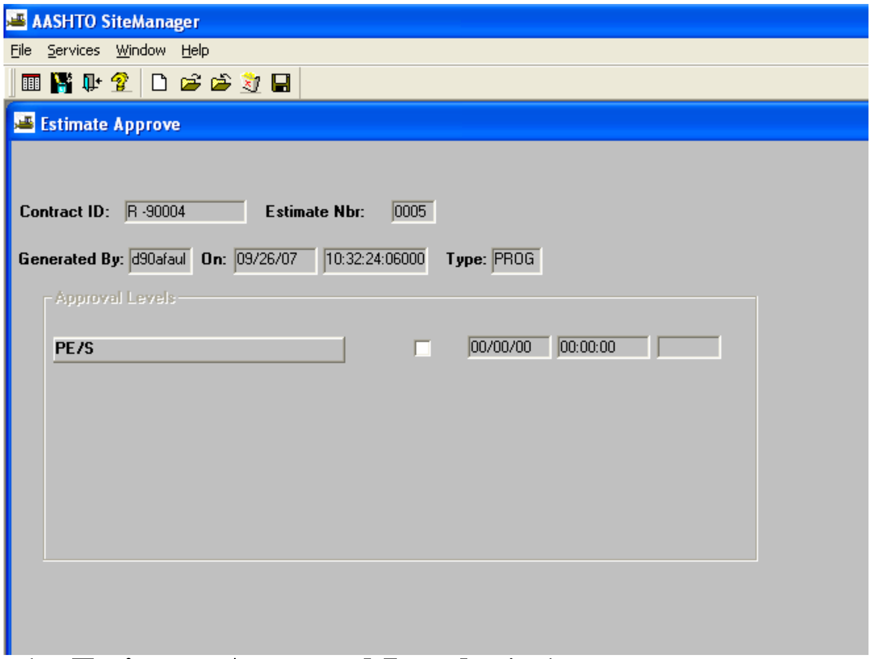
"Double-click" on **Estimate Approval**.



The **Contract Selection Panel** will open with the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column contains is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column contains is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

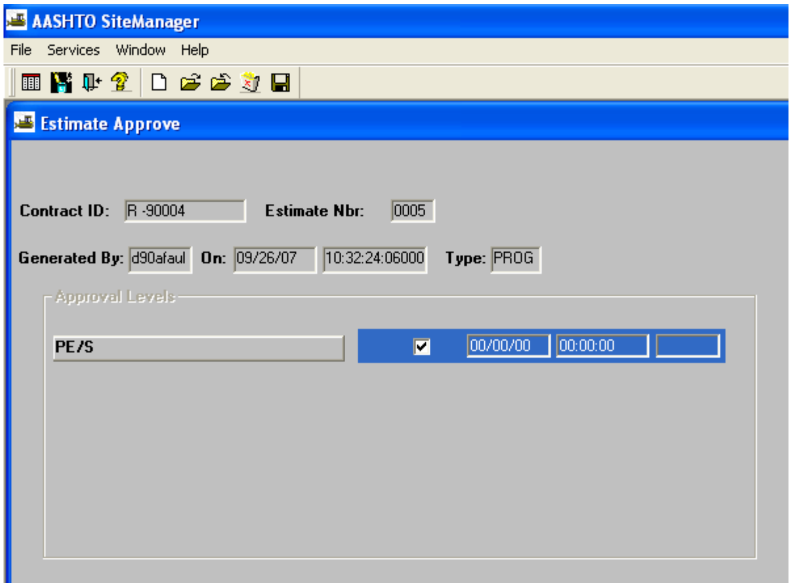
"Double-click" on the appropriate **Contract ID**.



The **Estimate Approval Level** window opens.
Information fields shown are:

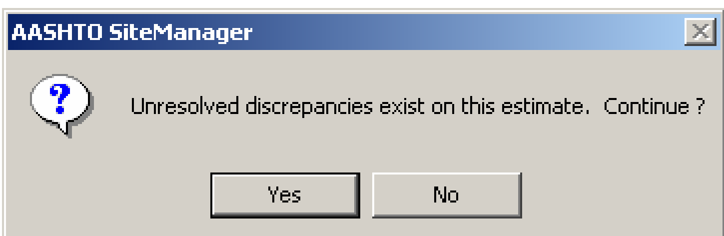
- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Estimate Nbr:** the **Estimate Nbr** is the system assigned sequential **Pay Estimate Number** for the data shown.
- **Generated By:** the **Generated By** is the **SiteManager User ID** of the person generating the **Estimate**.
- **On:** the **On** fields display the **Date** and **Time** the estimate was forwarded for approval.
- **Type, PROG:** The **Progress Type** estimate is a partial payment for work performed by the contractor during the period of time indicated.
  Note: PE/S will only generate **Progress** estimates.
- **Type, FINAL:** The **Final Type** estimate is the final and last progress payment for the contract.

NOTE: When the PE/S is notified that a Final Estimate is to be generated. The PE/S will generate the **Final Estimate** and the Contract will be locked. The **Final Estimate** will also be approved by the District Final Records Review and Central Office Final Review.

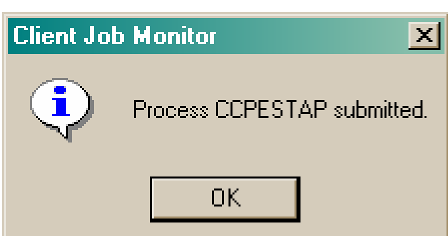


“Click” the check box next to appropriate user group to approve the estimate.

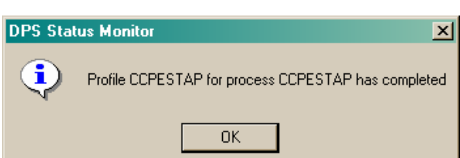
“Click” the **Save** button located on the toolbar.



If this message appears, “click” **No.**
Refer to the **Resolve Estimate Discrepancies** section of this module to resolve or override the discrepancy.

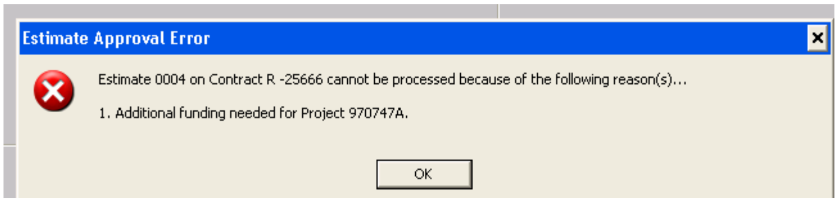


“Click” **OK**.

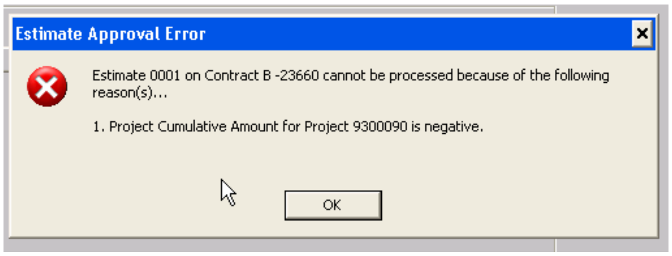


“Click” **OK**.

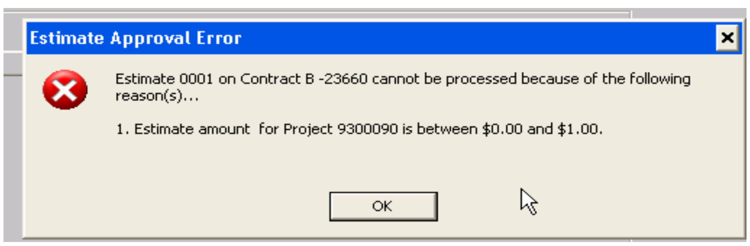
The following error messages could appear as a result of process checks performed during estimate generation.



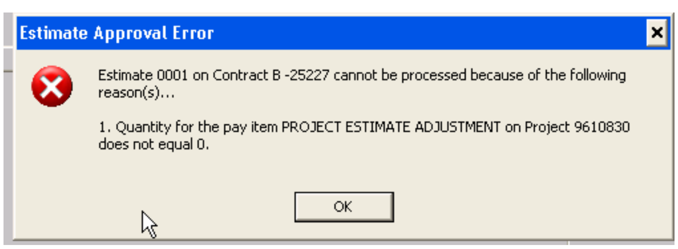
This message appears if the funding level available is less than the Estimate amount payable.



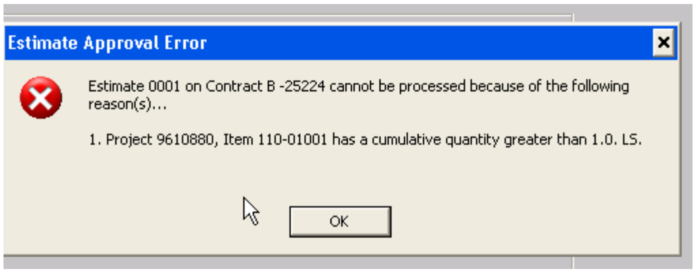
This message appears if a negative Estimate amount payable has been generated.



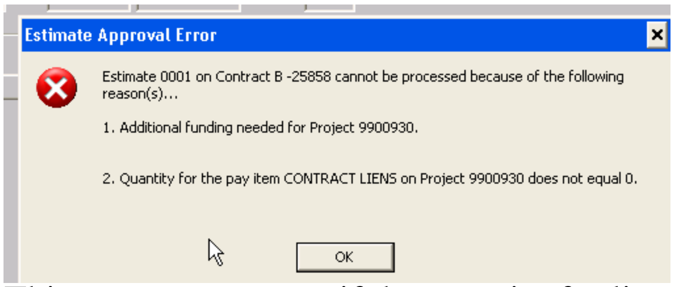
This message appears if the Estimate amount generated is greater than $0 and less than $1 for the project.



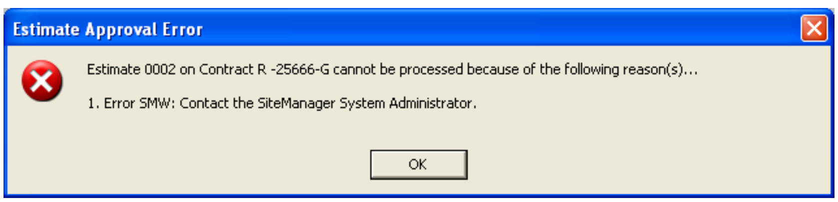
This message appears when Item # 108-08463 (Project Estimate Adjustment) does not equal $0.00 on the Final Estimate.



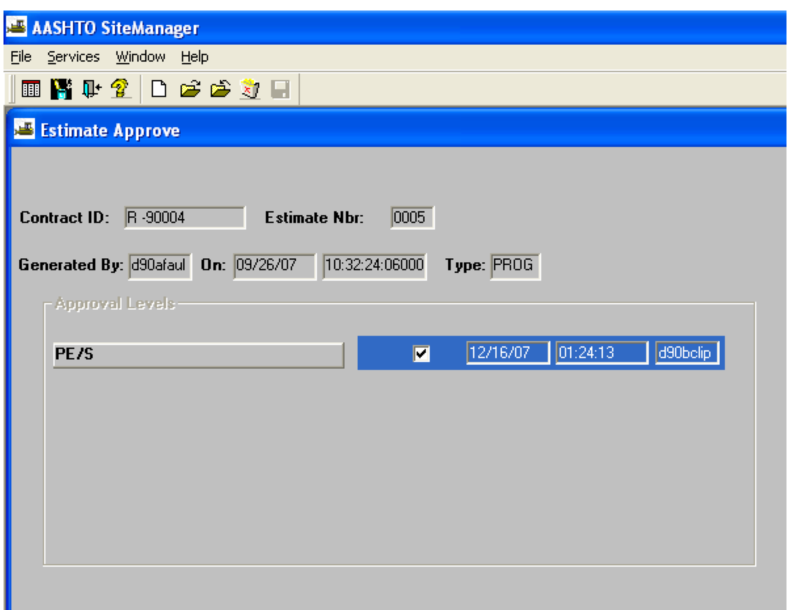
This message appears if the quantity posted to a "LS" item is greater than 1.0 for a progressive or final estimate.



This message appears if the quantity for line item "Contract Liens" is not equal to "$0.00" on the final estimate.



Contact the SiteManager System Administrator is this message is received



Once the Approved box is checked, the date, time and SiteManger User ID of the approver will appear in the adjacent boxes.

"Click" the **Close** button on the toolbar to exit.

Approving an Estimate

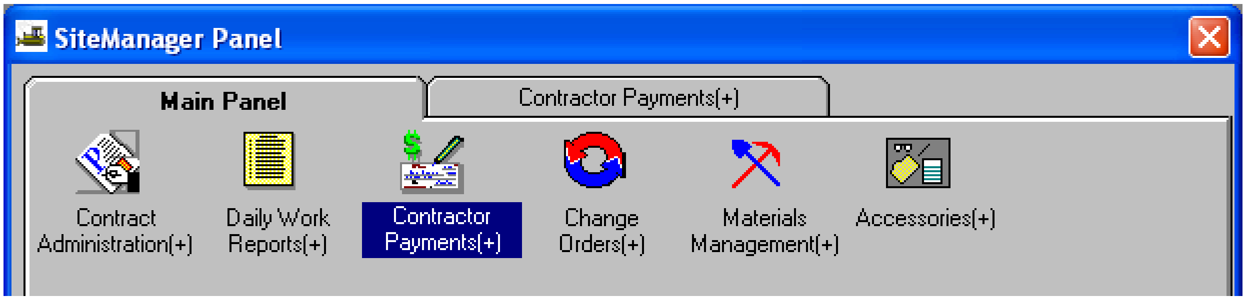
Exercise D-7-T
Group Exercise

Log into SiteManager as d90afaul
Password pass

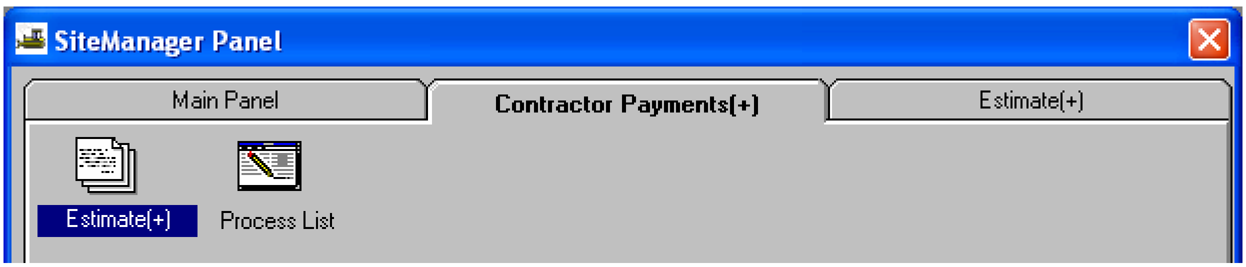
Navigate from the **Main Panel**:
“Double-Click” on **Contractor Payments (+)** icon
“Double-Click” on **Estimate (+)** icon
“Double-Click” on **Estimate Approval** icon
“Double-Click” on appropriate **Contract ID** R90004
“Click” on checkbox next to **PE/S**
“Click” on **Save** located on the Toolbar
Process CCPESTAP submitted.: “Click” on OK
Profile CCPESTAP for process CCPESTAP has completed: “Click” on OK
“Click” on **Close** button located on the Toolbar.

Tracking the Approval Process

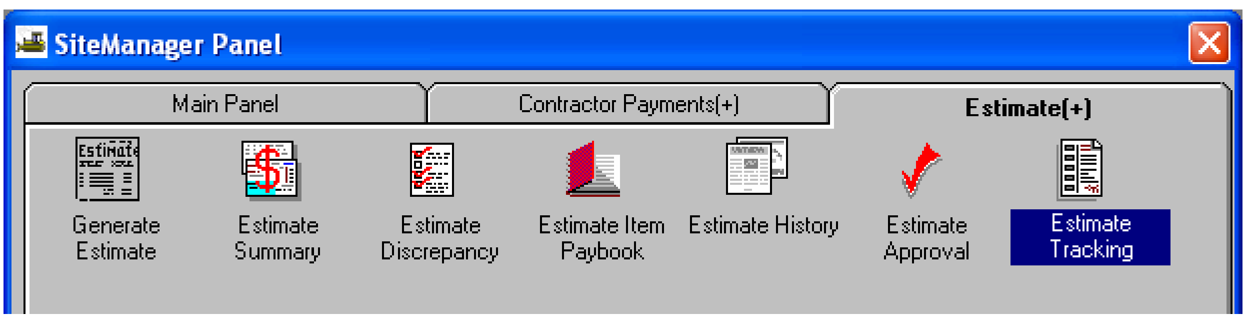
This section will explain how to track the approval process of an estimate.



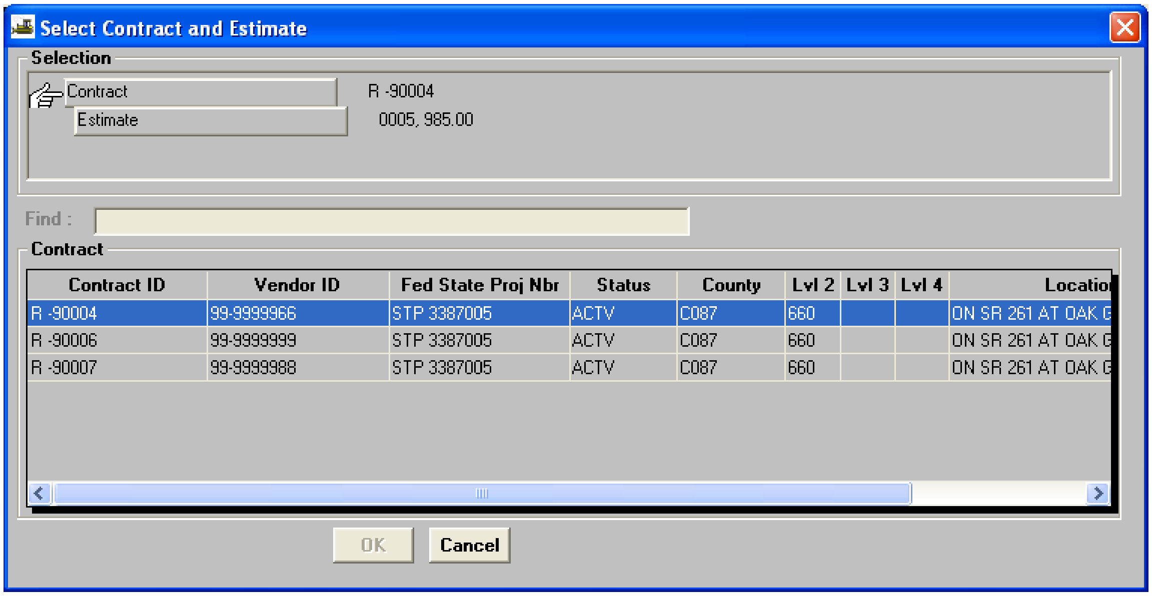
From the **Main Panel**, "double-click" on **Contractor Payments (+)**.



"Double-click" on **Estimate (+)**.



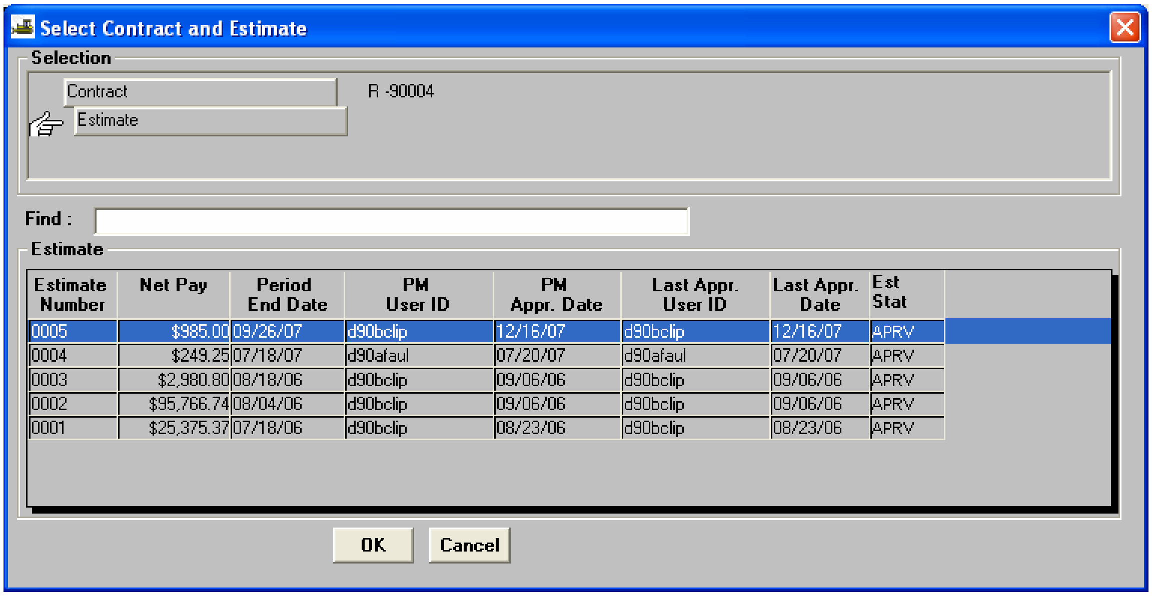
"Double-click" on **Estimate Tracking.**



The **Contract Selection Panel** opens with the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the **County** where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column is the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

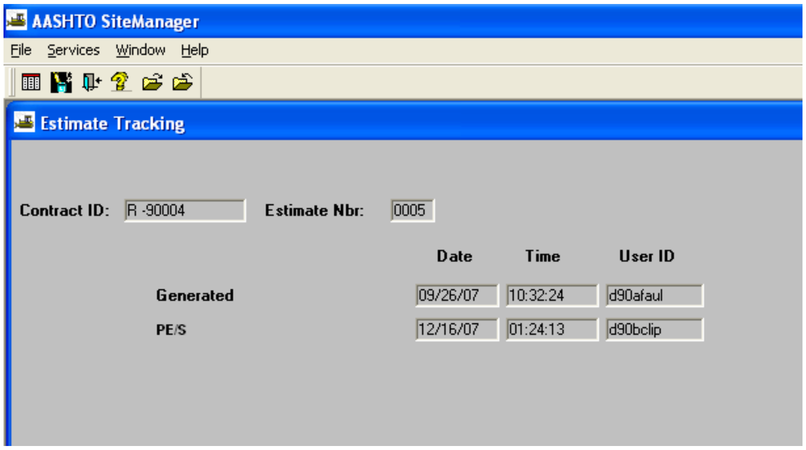
“Double-click” on the appropriate **Contract ID**.
If the contract has already been opened, this step will be skipped.



The **Select Estimate** screen opens containing to following information:

- **Estimate Number:** the pay Estimate Number for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the PE/S generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last person approving the pay estimate for payment. Usually applies only to the **Final Pay Estimates.**
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate. Usually applies only to **Final Pay Estimates.**
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved **(APRV)** ,Pending **(PEND)** or Below Minimum **(MINM)**.

"Double-click" on the appropriate **Estimate Number**.



The Estimate Tracking window opens allowing the tracking of Estimate generation, approval or rejection.

Information displayed in this window includes:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Estimate Nbr:** the **Estimate Nbr** is the system generated sequential **Pay Estimate Number** for the data shown.
- **Generated:** the Generated line indicates the Date, Time, and SiteManager User ID of Estimate Generation.
- **PE/S:** The PE/S line shows the Date, Time, and SiteManager User ID of the Project Engineer/Supervisor approving the Estimate.

The list shows that the estimate has been generated, but has not been approved.

NOTE: All user groups associated with the approval process will be listed. For Progressive Estimates this is only the PE/S. For Final and Supplemental Estimates there will be additional levels of approval shown.

The window now indicates that the estimate has now been approved. When the estimate has been approved by the **PE/S**, the Project Engineer/Supervisor approval **Date**, **Time**, and **UserID** appears.

“Click” the **Close** button located on the toolbar to exit.

D-1-9-T Group Exercise

Log into SiteManager as d90bclip
Password pass

Navigate from the **Main Panel**:
"Double-Click" on **Contractor Payments (+)** icon
"Double-Click" on **Estimate (+)** icon
"Double-Click" on **Estimate Tracking** icon
"Double-Click" on appropriate **Contract ID** R90004
"Double-Click" on appropriate **Estimate Number** 0004
Review Estimate Tracking information
"Click" on **Close** located on the Toolbar.